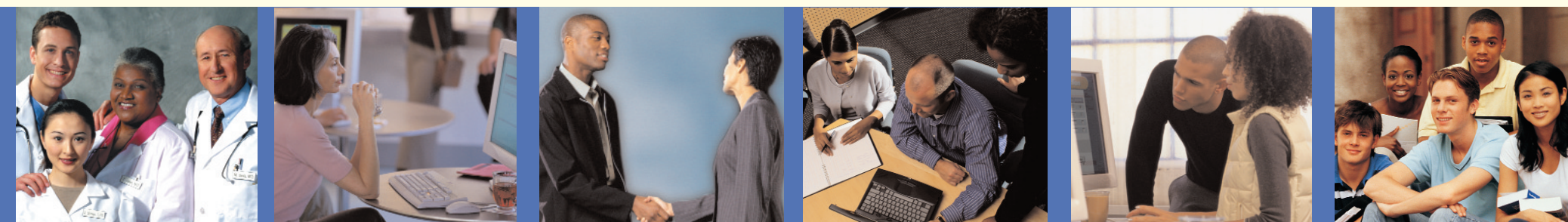


San Diego County
January 2002
\$25.00



SAN DIEGO
WORKFORCE
PARTNERSHIP[®]
*Creating Workforce SolutionsSM
for the San Diego Region*



OCCUPATIONAL OUTLOOK REPORT 2002



In Partnership with:

**The State of California
Employment Development Department
Labor Market Information Division**

The California Occupational Information Coordinating Committee

San Diego County 2002 OCCUPATIONAL OUTLOOK REPORT



A Product of the California Cooperative Occupational Information System, sponsored by:

The San Diego Workforce Partnership, Inc.

**The State of California Employment Development Department,
Labor Market Information Division**

and

The California Occupational Information Coordinating Committee

**California Occupational Information
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PURPOSE OF THE OCCUPATIONAL OUTLOOK REPORT

The San Diego Workforce Partnership, Inc. was established by the City and County of San Diego to "provide for a regional, comprehensive system of planning and administration to promote effective and efficient use of regional employment and training resources." Among the activities of the Workforce Partnership are labor market information services that include the production of the *Occupational Outlook Report*. This annual project is designed to provide an on-going analysis of the San Diego County labor market. For this project we collect occupational data directly from employers throughout the county. We then compile and publish the results and distribute to employers, education and training providers, career centers, social service agencies, economic development organizations, libraries and individuals throughout the region. Each year, specific occupations are targeted and employers are contacted to provide information on education and experience requirements, skills, wages, benefits, and advancement opportunities. This information is published in a user-friendly format to assist in human resource and career decisions by:

• Job Seekers	• Economic Development Personnel
• Career Counselors	• Curriculum Designers
• Program Planners	• Human Resource Managers
• Trainers	• Educators
• Employers	

San Diego Economy:

The economy of the San Diego region has grown tremendously beginning in the second half of the decade of the '90s. The gross regional product (the total value of all goods and services produced in the region) increased from \$75 billion in '95 to estimated \$120 billion in 2001 and is projected to exceed \$126 billion in 2002. If the region's gross regional product were compared to that of other countries, San Diego would rank as the 37th largest economy in the world.

Contributing significantly to the increase in the gross regional product is a group of 16 local industry clusters of which the fastest growing (by percentage increase in employment) include: Recreational Goods Manufacturing, Biotechnology and Pharmaceuticals; Software Development and Computer Services; Entertainment and Amusement; Business Services, Communications; and Environmental Technology.

Additionally, the unemployment rate for the County steadily declined and has remained the 3% - 3.5% range for the last two years, rates otherwise not experienced in the region since the late 1950s. Despite a recent slow down in the national and local economies, projected to dissipate during the second half of 2002, employment opportunities generally have remained plentiful.

Nonetheless the strong local economy and the low unemployment rate have presented challenges for employers, employees and job seekers. With a changing local labor pool and increasing skill requirements employers have difficulty finding qualified applicants and applicants have difficulty acquiring and developing the required skills.

To address these workforce and skill shortage issues, the San Diego Workforce Partnership launched the Regional Workforce Development Strategic Planning Initiative. Through this initiative, employers, educators, trainers, and workers are developing strategies to ensure the region's workforce has the knowledge and skills required by area employers, and necessary for individuals to succeed in this diversified economy.

As the local economy has diversified and changed, so have the workplace and the workplace demands. For most occupations, existing workers and new entrants must meet an increasing demand for very specific and technical skills - skills they must possess if they are to be competitive in the area's labor market.

In most industries and for most occupations, employers are seeking computer literate workers with Internet savvy. Additionally, employers expect workers to possess such soft skills as customer service, communication, problem solving, critical thinking, and interpersonal relations. Job seekers and current employees should be prepared to work in environments requiring flexibility, and the ability to work either independently or as member of a team.

Our research has documented employers' need for employees with these technical and soft skills. Employees having these types of skills will be able to move up career ladders and along career lattices. Education and training programs that incorporate these occupational "soft skills" as well as the specific skills required for the region's key industry clusters, are needed if San Diego is to continue to grow, prosper, and provide opportunities for the region's workers.

With rapid changes in technology and advances in industry-specific knowledge, employers and employees need to support the concept of life-long learning, and invest in continuing education. Concurrently, the community's leaders – working through the Regional Workforce Development Strategic Planning

Initiative - can help ensure that quality education and training programs are available to support San Diego workers seeking to advance their careers and share in the area's increasing wealth.

How To Use This Report:

Occupations in this report range from entry-level to new and emerging occupations throughout San Diego County. The format was specifically designed to be easy to use and understand. The introductory sections provide an overview and quick reference for the terminology and coding systems used in the report. Please review the Description of Individual Occupational Profiles section to assist in interpreting the information.

Should questions arise, please call the Labor Market Information team of the San Diego Workforce Partnership, Inc. at 619-238-1445.

Report Distribution:

The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information.

The Occupational Outlook Report is distributed to high schools, community colleges, career counselors, vocational rehabilitation offices, employers, human service agencies, library systems, and employers throughout San Diego County.

The *2002 Occupational Outlook Report* is also available on compact disk (CD) and can be accessed through the Workforce Partnership's website: www.SanDiegoAtWork.com/

ACKNOWLEDGEMENTS

The San Diego Workforce Partnership, Inc., would like to thank the San Diego **Local Occupational Information Coordinating Committee** (LOICC) members for their contributions to the San Diego 2002 Occupational Outlook Report. The LOICC guides the selection of occupations to be studied throughout the year, and establishes community linkages for input into the selection process. The profiled occupations were first nominated by career counselors, rehabilitation specialists, case managers, educators, program planners, and human resource managers, and then finalized by the LOICC.

The San Diego Workforce Partnership would like to thank:

Dr. Gangaram Singh, Assistant Professor, in the Department of Management - San Diego State University for chairing this year's LOICC meeting. Dr. Singh has an extensive background and teaching experience in Industrial Relations and Human Resource Management. Dr. Singh has also collaborated with the Workforce Partnership in research and publications for San Diego's industry clusters.

Participants in the 2001 LOICC include:

Lorah Austin, San Diego State University, Psychology Department
Terri Bergman, San Diego Workforce Partnership, Inc.
John Berkley, San Diego Workforce Partnership, Inc.
Susan Connelly, California Employment Development Department, Labor Market Information Division
Kelly Cunningham, Greater San Diego Chamber of Commerce

Alicia Graham, San Diego Workforce Partnership, Inc.
Matthew Packard, San Diego - Imperial Counties Labor Council
Ann Marshall, California Employment Development Department, Labor Market Information Division
Mark Remas, The Remas Group
Geralynn Reyes, San Diego Miramar College
Cheryl Rietz, California Department of Rehabilitation

In collecting the data for the individual profiles, over 1,500 local employers graciously gave their time and provided reliable data and comments. Without their cooperation, the Occupational Outlook Report would not be possible. To all the participating employers, we express our appreciation and extend a BIG THANK YOU!

METHODOLOGY

Steps in Research

1. Occupational Forecast:

Occupational projections are developed by the California Employment Development Department, Labor Market Information Division (LMID), and used to identify growing and declining occupations.

2. Occupational Selection:

A list of 100 occupations is presented to an audience of vocational counselors, trainers, employers, and educators at the annual Occupational Outlook dissemination meeting. Attendees rate the importance of obtaining information for the identified occupations. The results are reviewed and the final occupations to be studied are selected by the Local Occupational Information Coordinating Committee (LOICC).

3. Questionnaire Development:

Specific information needs for each occupation are determined, and questionnaires are developed by the California Employment Development Department, LMID in response to local information needs.

4. Sample Selection:

LMID generates a stratified employer sample by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.

5. Employer Questionnaire:

Confidential employer questionnaires are answered by telephone, fax, or mail. Completed questionnaires are reviewed for internal consistency and employers are re-contacted for clarification as needed.

6. Data Entry and Tabulation:

The questionnaire responses are entered into the California Cooperative Occupational Information System (CCOIS) database, which generates detailed data tabulations.

7. Written Analysis:

The data from these tabulations and other relevant information is carefully analyzed to prepare the individual occupational profiles. To develop the 31 profiles for the 2002 Occupational Outlook Report, data was collected between July 11 - August 17, 2001.

USES FOR THE 2002 OCCUPATIONAL OUTLOOK REPORT

The information in this report can be used by a variety of organizations and individuals for many different purposes. Possible uses include:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Curriculum Design

Training providers can assess and update their curriculum based on current employer need and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Program Planning

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.

This report is intended to be used as an informative reference to support these and many other decisions. To maximize the use of this information, please contact the Labor Market Information team at the San Diego Workforce Partnership, Inc. 619-238-1445.

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Amusement and Recreation Attendants (2001)	680140	2
Assemblers - Electrical and Electronic Equipment - Precision (1999)	931140	4
Automotive Body and Related Repairers (2000)	853050	6
Automotive Mechanics (2000)	853020	8
Bill and Account Collectors (2000)	535080	10
Biotechnology Research Assistants (2001)	041061999	12
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers (1999)	553380	14
Brick Masons (2001)	873020	16
Broadcast Technicians (2001)	340280	18
Bus and Truck Mechanics and Diesel Engine Specialists (1999)	853110	20
Call Center Workers (2000)	5351230999	22
Child Care Workers (2001)	680380	24
Civil Engineers (1999)	221210	26
Computer Animators (2001)	030064998	28
Computer Engineers (1999)	221270	30
Computer Network Administrators / Managers (2000)	031262999	32
Computer Support Specialists (2000)	251040	34

<u>OCCUPATIONAL TITLE</u> (Data Collection Date)	<u>OES CODE</u>	<u>PAGE</u>
Concrete and Terrazzo Finishers (2000)	873110	36
Construction Managers (2001)	150170	38
Correction Officers and Jailers (1999)	630170	40
Customer Service Representatives - Utilities (2001)	553350	42
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Drafters (2000)	225140	50
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Financial Managers (2000)	130020	58
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<u>OCCUPATIONAL TITLE</u> (Data Collection Date)	<u>OES CODE</u>	<u>PAGE</u>
Mechanical Engineers (2000)	221350	94
Medical Records Technicians (2001)	329110	96
Medicine and Health Service Managers (1999)	150080	98
Multimedia Specialists (1999)	030064996	100
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Operating Engineers (2001)	979560	104
Painters, Paperhangers - Construction and Maintenance (1999)	874020	106
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<u>OCCUPATIONAL TITLE</u> (Data Collection Date)	<u>OES CODE</u>	<u>PAGE</u>
Systems Analysts - Electronic Data Processing (2001)	251020	152
Teachers - Kindergarten (2001)	313040	154
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DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The topics and terms used in the *2002 Occupational Outlook Report* are defined as follows:

The terms used throughout the report describing employers' responses are:

- **All:** 100% of the employers' responses
- **Almost All:** 80-99% of the employers' responses
- **Most:** 60-79% of the employers' responses
- **Many:** 40-59% of the employers' responses
- **Some:** 20-39% of the employers' responses
- **Few:** Less than 20% of the employers' responses

Title and Definition of Occupations:

The primary occupational classification system used in this report is the Occupational Employment Statistics (OES) Classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). Most occupations have a six-digit OES code and definition. In the few cases where an occupation has not been assigned a modified OES code, the California Employment Development Department, Labor Market Information Division (LMID), has assigned a modified OES code. The Dictionary of Occupational Titles (DOT) and O*NET codes, two other classification systems developed by the U.S. Department of Labor's Employment and Training Administration, are included as alternatives to the OES codes.

Wages:

Wages are shown as a range and median that responding employers pay their employees at three levels of experience. The range and median of hourly wages are presented. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).*

*The 1999-2000 data reflects the increase in the minimum wage to \$5.75 effective March 1, 1998. The 2001 data reflects the increase in minimum wage to \$6.25 effective January 1, 2001, however, the minimum wage increase to \$6.75 effective January 1, 2002 is not reflected.

- **New Hires with No Experience:** Wages paid to trained individuals, but without paid experience in the occupation.
- **New Hires with Experience:** Wage paid to journey-level or individuals experienced in the occupation just starting at the firm.
- **After Three Years with the Firm:** Wages generally paid to individuals with more than three years of journey-level experience at the firm.

Hours:

The distribution of full-time, part-time, on-call, temporary, and seasonal employees are reported, along with the average number of hours worked per week.

Shifts:

The four categories, Day, Swing, Graveyard, and Other (includes evening, afternoon, or week-end schedules), are reported based upon employers' responses.

Fringe Benefits:

Benefits presented are usually for full-time employees. Percentages indicate who pays for a particular benefit:

- **E'er Pays All** is the percentage of employers who pay for employees' entire benefit package.
- **E'ee Pays All** is the percentage of employers who require employees to pay for their benefits.
- **Shared Cost** is the percentage of employers who share the cost of benefits with their employees.
- **Not Provided** is the percentage of employers who do not provide the particular benefit.

Education, Training, Experience, and Skills:

This section is a compilation of employer responses covering the following.

- The **Education** and **Training** sections report employers' hiring requirements over the past year. While minimum educational requirements have been shown as employers have expressed them, these requirements are not always essential to perform job duties. Educational statements have been included in this report because individuals' lack of education may create a barrier with some employers.
- Related work **Experience** and the type of experience required are reported.

- Occupational titles are related to local **Education** and **Training** providers and appropriate programs that are available through local community colleges, the Regional Occupational Program (ROP), adult education, private training providers, extended studies, colleges and universities (included in Appendix A and are accessible through a state-wide data base of education and training providers at www.soicc.ca.gov.) *

* The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed within the profile.

- Vital occupational **skills** employers rate as very important are also included in the report.

Supply and Demand:

Employers were asked to rate, on a four-point scale, the difficulty they have in finding experienced and inexperienced applicants to fill vacancies. The employers' responses are combined to form a weighted average using a formula that includes the number of new hires and the number of firms.

The following terms describe the degree of difficulty in finding applicants:

- **Very Difficult:**
Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists; therefore, qualified applicants encounter **no competition** in their job search.

- **Moderately Difficult:**

Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants may find **little competition** in their job search.

- **Not Difficult:**

Supply of qualified applicants is considerably greater than demand. Qualified applicants may find a **very competitive** job market.

Recruitment Methods:

This section describes the three most frequently used methods to recruit new employees for the occupation, and is reported in descending order.

Turnover:

Turnover is reported as a percentage. It is based on vacancies (resulting from promotions and employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation minus new positions hired. Terms used to describe turnover are:

- **Very Low:** Less than 6%
- **Moderately Low:** Between 6% and 10%
- **Moderate:** Between 11% and 20%
- **Moderately High:** Between 21% and 30%
- **High:** Over 30%

Size of 2001 Employment:

This relates to the projected level of employment in the occupation compared to the total projected employment in the county. Terms used to describe occupational size are:

- **Small:** Less than 1,661 employees in the occupation (less than .15% of 2001 total county employment)
- **Medium:** Between 1,661–3,322 employees in the occupation (.15% to .299% of 2001 total county employment)
- **Large:** Between 3,323–7,198 employees in the occupation (0.3% to .649% of 2001 total county employment)
- **Very Large:** More than 7,199 employees in the occupation (more than .65% of 2001 total county employment)

Gender Representation:

The percentage of female and male workers in each occupation is reported, based on local employers' responses.

Where the Jobs Are:

This is based on the industry/employment distribution data developed by the California Employment Development Department, LMID. The industries providing the largest sources of employment are identified for each occupation.

Employers' Employment Outlook:

This section identifies the number of employer responses used in developing the occupational profiles and provides the employers' employment outlook for the next two years.

OES Growth Projections:

This section shows the seven-year job opening projections (1999-2006) provided by the California Employment Development Department LMID.*

*Data for the occupational profiles and the employment projections were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data may not reflect current labor market conditions.

New Job Growth Rate:

This section provides the seven-year new job growth rate and compares it to the average new job growth rate for the county (18.3%, 1999-2006). The following terms are applied to the new job growth rate for occupations in San Diego County:

- **Much Faster than Average:** 27.45% or more
- **Faster than Average:** 20.13% to 27.44%
- **Average:** 16.47% to 20.12%
- **Slower than Average:** 0.01% to 16.46%
- **Remain Stable:** Equal to 0%
- **Slow to Decline:** Less than 0%

Promotional Opportunities:

This section lists those occupations that serve as promotional opportunities for the profiled occupations.

Unionization/Collective Bargaining:

This section shows the percentage of the responding employers who indicated employees were members of a union or bargaining unit. Employees' wages that are subject to collective bargaining or union agreement are also reported.

Alternative Job Titles:

This section lists other possible titles employers use for employees whose duties and activities match those described in the definition.

Related Codes:

This section lists DOT or O*NET occupational codes related to the profiled occupation.

Data Collection Date:

This section provides the time period when the data was gathered from employers.

SAN DIEGO ONE-STOP CAREER CENTER NETWORK

The San Diego Workforce Partnership One-Stop Career Center Network offers six unique One-Stop Career Centers throughout San Diego County. These centers are designed to be a quick, easy way for job seekers and changers to access a full range of services, including links to area employers.

The One-Stop Career Center Network provides job training, career assessment, and job search assistance for city and county residents. The network also provides recruitment services for employers looking to hire skilled, pre-qualified workers, as well as planning services for those facing layoffs or plant closures.

The One-Stop Center Network offers universal access to all job seekers. Because the network combines the services of many partners, including Community Colleges, the California Employment Development Department and many others, it is extremely flexible and provides specialized services to meet the needs of the customer. Individuals are encouraged to select the center that best fits their needs.

ONE-STOP LOCATIONS

Metro Career Center

8401 Aero Drive
San Diego, CA 92123
858-974-7620
858-974-9805 - Fax

North County Inland Career Center

1935 East Valley Parkway
Escondido, CA 92027
760-738-0274
760-738-8723 – Fax

South Metro Career Center

6145 Imperial Avenue
San Diego, CA 92114
619-266-3600
619-266-3605 – Fax

East County Career Center

924 East Main Street
El Cajon, CA 92021
619-590-3900
619-579-4720 – Fax

South County Career Center

1111 Bay Boulevard, Suite E
Chula Vista, CA 91911
619-424-1112
619-424-1144 – Fax

North County Coastal Career Center

1949 Avenida del Oro, Suite 106
Oceanside, CA 92056
760-631-6150
760-631-6161 – Fax

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**SAN DIEGO COUNTY
2002 OCCUPATIONAL OUTLOOK REPORT**

OCCUPATIONAL PROFILES

AMUSEMENT AND RECREATION ATTENDANTS

OES 680140

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of the recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers and operate carnival rides and amusement concessions.

WAGES AND BENEFITS

Hourly Wages*	Range	Median
New Hires, No Experience:	\$6.25 - 7.35	\$6.25
New Hires, With Experience:	\$6.25 - 10.00	\$7.00
After Three Years With the Firm:	\$7.00 - 13.00	\$8.00

*Combined union and non-union wages

Average Weekly Hours: Many (43%) Amusement and Recreation Attendants work full-time, 37 hours per week. Some (34%) work part-time, 19 hours per week and on a seasonal basis (22%), 28 hours per week.

Shifts: All (100%) employers report having day shifts and many (53%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	46%	8%	31%
Dental Insurance:	31%	0%	46%
Vision Insurance:	38%	0%	46%
Life Insurance:	23%	8%	54%
Paid Sick Leave:	31%	8%	46%
Paid Vacation:	38%	8%	38%
Retirement Plan:	15%	8%	54%
Child Care:	0%	0%	85%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%

EMPLOYER REQUIREMENTS

Education: Most (67%) firms hire those with less than high school diploma or equivalent. Some (27%) require a high school diploma or equivalent.

Training: Many (50%) firms accept six months to two years training as a substitute for work experience. Some (33%) require one year vocational training in fitness, health, or nutrition. Employers may provide on-the-job training and require applicants to be certified by the American Red Cross. Applicants with word processing, spreadsheet, and database skills are preferred.

Education / Training Providers: See Appendix A, page 181

Experience: Most (73%) firms do not require work experience as Amusement and Recreation Attendants. All (100%) employers accept 6-12 months of occupational experience such as cashiers and other health and fitness related occupations.

Skills rated "very important:"

Customer service skills
Oral communication skills
Ability to follow safety procedures
Willingness to work nights, weekends, and holidays
Ability to read and follow instructions
Interpersonal skills
Willingness to work with close supervision
Ability to work independently
Receive payments and make change
Ability to resolve customer complaints
Operate a cash register/cash handling skills
Willingness to work part-time
Willingness to work out of doors

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X
Few Employers Hire		

Job Market for: **Amusement and Recreation Attendants**
Experienced Applicants: **No competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, School and Program Referrals, Newspaper Advertisements

Others include: Help Wanted Signs, Applications

Turnover: Moderately high, 22% in the past 12 months.

***Note:** A few employers report high turnover due to the seasonal nature of their business.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 53% male, 47% female

Where The Jobs Are:

Amusement and Recreation Parks
Bowling Centers
Family Outing Centers
Exercise and Fitness Facilities
Golf and County Clubs
Hotels, Motels, Resorts, and Spas
Local Professional Sports Teams
Recreation and Community Centers
Skating Rink and Skate Board Parks

Employers' Employment Outlook: 15 employers responded, providing data representing 441 employees for this occupation.

12 employers project employment to remain stable, 2 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 2,460
Separations to 2006: 830
*Total Openings: 3,290

New Job Growth Rate: 51.3%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: On Line Supervisor, Camp Counselor, Head Lifeguard, Shift Manager, Assistant Manager, Lead Supervisor, Recreation Leader II, III, Regional Manager

Unionization/Collective Bargaining: Yes, 7% of employers and 41% of employees were unionized.

Alternate Job Titles: Amusement Attendants, Crew Members, Park Attendants, Recreation Leaders, Ride Operators, Clerks, Sales Attendants

Related Codes: DOT - 211.467-022, 342.663-010, 342.677-010, 349.664-010, **O*NET** - 39-3091.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ASSEMBLERS - ELECTRICAL AND ELECTRONIC EQUIPMENT – PRECISION

OES 931140

Assemblers of Electrical and Electronic Equipment-Precision assemble or modify prototypes or final assemblies of electrical or electronic equipment, such as missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar, sonar, and telemetering systems, or appliances. This includes workers who primarily assemble electrical systems for machinery.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.50
New Hires, With Experience:	\$6.25 - 9.50	\$7.63
After Three Years With the Firm:	\$8.00 - 11.00	\$8.50

Average Weekly Hours: Almost all (83%) Assemblers work on a temporary or on-call basis, 40 hours per week. A few (17%) work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts. A few (13%) also have swing or graveyard shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance:	27%	47%	7%
Dental Insurance:	7%	27%	13%
Vision Insurance:	7%	20%	7%
Life Insurance:	13%	7%	0%
Paid Sick Leave:	27%	13%	0%
Paid Vacation:	60%	13%	0%
Retirement Plan:	13%	20%	13%
Child Care:	0%	0%	0%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent. A few (12%) hire those with less than a high school education.

Training: Most (62%) firms allow 3-6 months training as a substitute for work experience. Some (25%) provide on-the-job training for applicants.

Education / Training Providers: See Appendix A, page 181

Experience: Most (75%) firms prefer, but do not require, related work experience. Their preference is 3-24 months experience as a Mechanical or Medical Device Assembler or Machine Operator.

Skills rated "very important:"

Ability to pay attention to detail
Ability to do precision work
Good eyesight and color vision
Ability to do routine and repetitive work
Ability to work independently
Knowledge of safe working practices
Manual dexterity
Ability to work under pressure and meet deadlines
Ability to use hand and power tools
Ability to work on a team
Oral communication skills
Ability to read and follow instructions
Ability to read, interpret blue prints, and wiring diagrams
Knowledge of electrical specifications
Pass competency and soldering skills test

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Assemblers - Electrical and Electronic Equipment**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants

Turnover: Very low, 3% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 61% female, 39% male

Where The Jobs Are:

Computer and Office Equipment

Communications Equipment

Electronic Components and Equipment

Employers' Employment Outlook: 16 employers provided data to develop this profile.

12 project employment to grow, 3 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 440
Separations to 2006: 590
*Total Openings: 1,030

New Job Growth Rate: 12.1%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Assembly Technicians

Related Codes: DOT - 721.381-014, 722.281-010, 722.381-010, 729.381-022, O*NET - 50-2022.00

Promotional Opportunities: Lead Assembler, Supervisor, Quality Control Supervisor

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AUTOMOTIVE BODY AND RELATED REPAIRERS

OES 853050

Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 12.50	\$7.50
New Hires, With Experience:	\$8.00 - 21.58	\$13.50
After Three Years With the Firm:	\$10.00 - 32.00	\$20.50

Average Weekly Hours: All (100%) Autobody Repairers work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employee

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	24%	47%	29%
Dental Insurance:	12%	18%	71%
Vision Insurance:	18%	18%	65%
Life Insurance:	12%	0%	82%
Paid Sick Leave:	65%	0%	35%
Paid Vacation:	76%	0%	24%
Retirement Plan:	24%	0%	76%
Child Care:	6%	0%	94%
Other employers specified: 401-K Plan, Profit Sharing			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Some (25%) firms accept one year of training as a substitute for work experience. Many (47%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or an Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Apprenticeships or on-the-job training is sometimes provided.

Education / Training Providers: See Appendix A, page 181

Experience: Most (65%) firms require 1-5 years work experience as a Autobody Repairer. A few (9%) accept two years experience as a Automotive Mechanic.

Skills rated "very important:"

Ability to work independently
Ability to use hand and power tools
Knowledge of painting techniques
Ability to read and follow instructions
Ability to do masking work
Possession of own power tools
Ability to tolerate dust and paint fumes
Ability to use cutting and welding machinery
Willingness to work with close supervision
Good color perception
Ability to lift at least 70 pounds

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Automotive Body Repairers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 9% female, 91% male

Where The Jobs Are:

Automotive Repair Shops

Car Dealerships

Employers' Employment Outlook: 17 employers responded, providing data representing 250 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 390
Separations to 2006: 440
*Total Openings: 830

New Job Growth Rate: 19.7%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Detailer, Shop Foreman, Estimator, Shop Manager, Parts Manager, Production Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Autobody Technicians, Body Technicians

Related Codes: DOT - 807-361-010, 807.381-030, 807.684-010,
O*NET - 49-3021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

AUTOMOTIVE MECHANICS

OES 853020

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 10.00	\$7.67
New Hires, With Experience:	\$8.25 - 25.00	\$13.71
After Three Years With the Firm:	\$12.00 - 27.81	\$20.00

Average Weekly Hours: All (100%) Automotive Mechanics work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	31%	50%	13%
Dental Insurance:	19%	56%	19%
Vision Insurance:	25%	38%	31%
Life Insurance:	25%	31%	38%
Paid Sick Leave:	56%	0%	44%
Paid Vacation:	94%	0%	6%
Retirement Plan:	44%	31%	25%
Child Care:	0%	0%	100%
Other employers specified: 401-K, Paid Holidays			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (57%) firms accept 1-2 years training as a substitute for work experience. Many (50%) require 1-2 years vocational training and an I-CAR (training on up-to-date collision repair techniques) or Automotive Service Excellence (ASE) Certification. ASE tests are conducted twice a year by American College Testing (ACT). Training is available at community colleges, ROP, dealer sponsored factory training programs, or apprenticeships.

Education / Training Providers: See Appendix A, page 182

Experience: Many (50%) firms require 2-5 years work experience as a Automotive Mechanic.

Skills rated "very important:"

Ability to work independently
Ability to read and follow instructions
Ability to use hand and power tools
Ability to use electronic diagnostic equipment
Knowledge of safe working practices
Possession of a valid driver's license
Have a clean DMV driving record
Possession of own power tools
Ability to tune up engines
Ability to repair brakes
Strong work ethic
Ability to work well with others
Willingness to work with close supervision
Knowledge of fuel injection systems
Ability to repair air conditioning systems
Oral communication skills
Acceptance of drug free workplace

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Automotive Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Turnover: Moderately low, 6% in the past 12 months.

Size of 2001 Employment: Large - 3,323 - 7,198

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Automotive Repair Shops

Auto Supply Store

New and Used Car Dealerships

Employers' Employment Outlook: 16 employers responded, providing data representing 301 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,300
Separations to 2006: 1,250
*Total Openings: 2,550

New Job Growth Rate: 19.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Shop Foreman, Assistant Manager, Service Manager, Shop Manager, Parts Manager, Dispatcher, Team Leader, Service Writer

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 620.261-010, 620.261-012, 620.381-010, O*NET - 49-3023.00, 49-3023.01

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BILL AND ACCOUNT COLLECTORS

OES 535080

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Does not include collectors of money from coin boxes.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.02	\$9.50
New Hires, With Experience:	\$7.50 - 15.00	\$10.00
After Three Years With the Firm:	\$10.00 - 18.99	\$13.00

*Combined union and non-union wages

Average Weekly Hours: Almost all (99%) Bill and Account Collectors work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	33%	39%	17%
Dental Insurance:	28%	28%	33%
Vision Insurance:	22%	17%	50%
Life Insurance:	33%	17%	39%
Paid Sick Leave:	78%	0%	11%
Paid Vacation:	83%	0%	6%
Retirement Plan:	39%	11%	33%
Child Care:	17%	6%	61%
Other employers specified: 401-K Plan, Stock Options, Profit Sharing, Bus Transportation Passes			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (53%) firms accept six months training as a substitute for experience. Applicants with word processing and database software skills are preferred.

Education / Training Providers: See Appendix A, page 183

Experience: Some (28%) firms require six months to three years work experience as a Bill and Account Collector. Almost all (83%) accept 1-2 years experience as a Telemarketer, Phone Solicitor, Medical Biller, Customer Service Representative, Repossessor, or in a credit union or the insurance industry.

Skills rated "very important:"

Oral communication skills
Customer service skills
Ability to resolve billing disputes
Ability to work independently
Telephone answering skills
Ability to read and follow instructions
Knowledge of federal collection regulations
Ability to interpret and explain policies
Ability to use a computer
Negotiation skills
Record keeping skills
Public contact skills
Ability to interview others for information
Problem solving skills
Knowledge of skip tracing

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Bill and Account Collectors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Turnover: Moderately high, 25% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 57% female, 43% male

Where The Jobs Are:

Banks and Credit Unions
Credit Collection Agencies
Doctors Offices
Hospitals and Medical Labs
Insurance and Mortgage Companies
Local Government
Nursing Facilities
Temporary Employment Agencies
Utility Companies

Employers' Employment Outlook: 18 employers responded, providing data representing 240 employees for this occupation.

12 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 850
Separations to 2006: 520
*Total Openings: 1,370

New Job Growth Rate: 35.7%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Collector I, II, III, Floor Manager, Collection Supervisor, Department Manager, Credit Manager, Senior Collector, Recovery Officer, Collection Investigator, Customer Service Manager

Unionization/Collective Bargaining: Yes. 11% of employers and 20% of employees were unionized.

Alternate Job Titles: Collectors, Collection Servicing Specialists, Collection Analysts, Customer Service Representatives, Account Collectors, Patient Account Representatives, Recovery Collectors

Related Codes: DOT - 241.357-010, 241.367-010, 241.367-022, O*NET - 43-3011.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BIOTECHNOLOGY RESEARCH ASSISTANTS

041061999

Biotechnology Research Assistants may be responsible for a wide variety of research laboratory tasks and experiments used to create products such as new drugs and vaccines to combat AIDS, cancer and heart disease. These tasks and experiments may also apply to developing new foods, veterinary medicines, medical devices, plastics and pollution control products.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 12.47	\$12.00
New Hires, With Experience:	\$12.00 - 19.18	\$14.38
After Three Years With the Firm:	\$13.62 - 21.58	\$16.78

Average Weekly Hours: Almost all (95%) Biotechnology Research Assistants work full-time, 44 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	87%	0%
Dental Insurance:	73%	13%
Vision Insurance:	73%	13%
Life Insurance:	60%	27%
Paid Sick Leave:	87%	0%
Paid Vacation:	87%	0%
Retirement Plan:	67%	20%
Child Care:	0%	87%
Other employers specified: 401-K Plan, Education Reimbursement		

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (47%) firms require a bachelor degree. Some (27%) require an associate degree or a high school diploma (27%).

Training: Many (54%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not require technical or vocational training. Applicants with word processing and database software skills are preferred.

Education / Training Providers: See Appendix A, page 183

Experience: Most (67%) firms require 1-2 years work experience as a Biotechnology Research Assistant. Most (70%) accept 1-2 years experience in chemistry, math, or science related fields.

Skills rated "very important:"

Knowledge of safe working practices
Ability to read and follow instructions
Ability to keep accurate records
Ability to do precision work
Ability to analyze data and solve problems
Ability to work on a team
Observational and computational skills
Knowledge of microbiology
Knowledge of chemistry
Knowledge of biological sciences
Ability to work independently
Knowledge of quality control procedures
Ability to concentrate for long periods of time
Ability to work under pressure
Oral communication skills
Knowledge and understanding of clinical terminology

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X
Few Employers Hire		

Job Market for: **Biotechnology Research Assistants**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others include: Job and Career Fairs

Turnover: Moderately low, 7.2% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 55% female, 45% male

Where The Jobs Are:

Drug and Pharmaceutical Research

Medical Laboratories

Research, Development, and Testing Services

Employers' Employment Outlook: 15 employers responded, providing data representing 232 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Department Assistant, Technologist, Assistant Researcher, Senior Laboratory Technician, Director, Manufacturing Technician, Clinical Trial Researcher, Department Supervisor

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Lab Assistants, Research Associates, Research and Development Technicians, Laboratory Technicians

Related Codes: DOT - 019.261-010, 049.364-018, 199.267-034, O*NET - Not available

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES 553380

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This does not include individuals whose primary duty is operating special office machines.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 8.50	\$6.00
New Hires, With Experience:	\$7.00 - 12.00	\$10.00
After Three Years With the Firm:	\$10.00 - 15.34	\$12.00

Average Weekly Hours: Many (56%) Bookkeeping, Accounting, and Auditing Clerks work on a temporary or on-call basis, 39 hours per week. Some (34%) work full-time, 40 hours per week; and a few (9%) work part-time, 27 hours per week.

Shifts: All (100%) employers report having day shifts

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	23%	15%	38%
Dental Insurance:	15%	15%	46%
Vision Insurance:	15%	8%	54%
Life Insurance:	8%	8%	62%
Paid Sick Leave:	23%	15%	38%
Paid Vacation:	23%	15%	38%
Retirement Plan:	8%	0%	69%
Child Care:	0%	0%	77%

Other employers specified: 401-K Plan

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (80%) firms require a high school diploma or equivalent. Some (20%) require an associate degree.

Training: Many (46%) firms require vocational training and allow that to substitute for work experience. Applicants with spreadsheet, word processing, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 184

Experience: Most (73%) firms require 1-3 years of work experience in accounting related activities.

Skills rated "very important:"

Ability to pay attention to detail
 Ability to perform routine repetitive work
 Ability to use 10-key adding machine
 Ability to work under pressure and meet deadlines
 Excellent record keeping skills
 Oral communication skills
 Ability to work independently
 Organizational skills
 Knowledge of computerized bookkeeping and payroll
 Interpersonal and customer service skills
 Business math skills
 Knowledge of payroll processing
 Knowledge of accounting principles
 Willingness to work long hours
 Ability to prepare bank deposits and handle cash
 Ability to handle accounts payable and receivable
 Ability to manually maintain journal ledgers

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Bookkeeping, Accounting, and Auditing Clerks**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Private Employment Agencies

Others include: Colleges and Universities, Internet, Walk-In Applicants

Turnover: Very low, 1% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 71% female, 29% male

Where The Jobs Are:

Accounting and Bookkeeping Services
Car Dealers
Community Colleges
Construction
Doctors Offices
Grocery Stores
Hotels and Motels
Insurance Agents and Brokers
Local, State, and Federal Government
Real Estate Offices
Religious Organizations
Restaurants

Employers' Employment Outlook: 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 900
Separations to 2006: 2,150
*Total Openings: 3,050

New Job Growth Rate: 5.6%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Full Charge Bookkeepers, Payroll Specialists

Related Codes: DOT - 210.382-014, O*NET - 43-3031.00

Promotional Opportunities: Senior Bookkeeper, Full Charge Bookkeeper, Junior Accountant, Certified Public Accountant (with additional education)

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BRICK MASONS**OES 873020**

Brick Masons lay building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Includes Refractory Brickmasons.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 12.00	\$9.50
New Hires, With Experience:	\$11.00 - 18.00	\$16.00
After Three Years With the Firm:	\$17.00 - 26.00	\$22.50

Average Weekly Hours: All (100%) Brick Masons work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays***Full-Time Employees**

	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	29%	71%
Dental Insurance:	21%	79%
Vision Insurance:	14%	86%
Life Insurance:	14%	86%
Paid Sick Leave:	7%	93%
Paid Vacation:	21%	79%
Retirement Plan:	21%	79%
Child Care:	0%	100%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require a high school diploma or equivalent (43%), or hire those with less than a high school diploma or equivalent (57%).

Training: A few (8%) firms accept one year training as a substitute for work experience. Some (21%) require 1-2 years vocational training including 12 months on-the-job training or two years in a company sponsored apprenticeship.

Education / Training Providers: See Appendix A, page 185

Experience: Many (57%) firms require 1-2 years work experience as a Brick Mason. A few (18%) accept 6-12 months experience as Laborers.

Skills rated "very important:"

Ability to stand, kneel, and bend for long periods
 Ability to follow safety procedures
 Good physical condition
 Ability to apply grouting
 Ability to mix mortar, grout, etc.
 Ability to read and follow instructions
 Ability to lay, align, and join brick/block
 Ability to use hand and power tools
 Ability to work independently
 Ability to lift 75 pounds
 Ability to do basic arithmetic and use fractions
 Ability to read blueprints and technical drawings
 Willingness to work with close supervision

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Brick Masons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Trade Journals

Others include: Networking, High Schools

Turnover: Moderate, 14.3% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Building Construction

Concrete Work

Masonry, Stonework, and Plastering

Special Masonry Trade Contractors

Employers' Employment Outlook: 14 employers responded, providing data representing 158 employees for this occupation.

7 employers project employment to remain stable, 6 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 80
Separations to 2006: 50
*Total Openings: 130

New Job Growth Rate: 25.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Job Foreman

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Stone Masons, Block and Brick Masons, Hod Carriers

Related Codes: DOT - 861.381-014, 861.381-026,
O*NET - 47-2021, 47-2022

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BROADCAST TECHNICIANS

OES 340280

Broadcast Technicians set up, operate, and maintain the electronic equipment used to transmit radio and television programs. They control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. They operate radio transmitters to broadcast radio and television programs. In most cases, an FCC first class operator's license is required for this occupation. Audio, Video, Transmitter and Telecine Operators, Control Room Technicians, and Master-Control Engineers are a few typical Broadcast Technicians occupations.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 13.01	\$9.50
Union:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$9.00 - 21.58	\$13.50
Union:	\$11.51 - 22.90	\$13.50
After Three Years With the Firm:	\$10.00 - 22.16	\$16.58
Union:	\$14.38 - 30.00	\$25.28

Average Weekly Hours: Almost all (86%) Broadcast Technicians work full-time, 41 hours per week. A few (13%) work part-time, 16 hours per week.

Shifts: All (100%) employers report having day shifts. Many (47%) have swing shifts, including 7/24, on-call, and week-ends shifts. A few (13%) have graveyard shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	13%	20%
Dental Insurance:	53%	20%	27%
Vision Insurance:	33%	13%	47%
Life Insurance:	60%	0%	33%
Paid Sick Leave:	80%	0%	20%
Paid Vacation:	87%	0%	13%
Retirement Plan:	47%	7%	47%
Child Care:	7%	0%	80%
Other employers specified: 401-K Plan, Stock Purchase Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require either an associate degree (53%) or a high school diploma or equivalent (40%).

Training: Some (38%) firms accept 1-2 years training as a substitute for work experience. Many (47%) require 1-2 years technical or vocational training in Telecommunications, Television, Video Production, Radio Production, or Computer Graphics. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 186

Experience: Most (60%) firms require 2-4 years work experience as a Broadcast Technician. Some (25%) accept 1-2 years experience in electronics or graphic design.

Skills rated "very important:"

Ability to work effectively as part of a team
 Ability to read and follow instructions
 Ability to follow safe working procedures
 Ability to operate film or sound editing equipment
 Ability to work independently
 Ability to operate recording or broadcast studio controls
 Ability to apply audio recording techniques
 Ability to operate video recorders/cameras and electronic scopes
 Knowledge of digital audio workstations
 Ability to operate sound-reproducing equipment
 Ability to repair and maintain studio transmitter equipment
 Knowledge of radio/TV station automation
 Knowledge of telephone communication systems
 Ability to maintain photographic equipment
 Ability to lay cable
 Knowledge of video editing, digital imaging, and graphics software
 Organizational and planning skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Broadcast Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Internet, Newspaper Advertisements, Employee Referrals

Others include: Phone Job Line, Job Postings, Word of Mouth

Turnover: Moderately low, 7.4% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 84% male, 16% female

Where The Jobs Are:

Cable and Other Pay Television Services
Communication Services
Motion Picture Production and Services
Radio and Television Broadcasting

Employers' Employment Outlook: 15 employers responded, providing data representing 98 employees for this occupation.

12 employers project employment to remain stable and 3 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 40
Separations to 2006: 50
*Total Openings: 90

New Job Growth Rate: 15.4%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Assistant Chief Engineer, Chief Engineer, Video Production Coordinator, Technical Director, Operations Director, Lead Technician, Sales Representative

Unionization/Collective Bargaining: Yes, 20% of employers and 23% of employees were unionized.

Alternate Job Titles: Broadcast Engineers, Operations Specialists, Managing Audio Operators, TV Technicians, Video Technicians, Video Producers, Multimedia Specialists, Web Masters, Computer Graphics Animators

Emerging Occupations: Audio Video Technicians, Multimedia Specialists, Web Masters, Computer Graphics Animators

Related Codes: DOT - 003.167-030 , 003.167-034, 159.117-010, 194.062-010, 194.262-010, 194.262-022, 194.282-010, 194.362-010, 194.382-018, **O*NET** - 27-4012.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

OES 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
Union:	\$13.00	\$13.00
New Hires, With Experience:	\$7.00 - 14.00	\$12.00
Union:	\$11.50 -17.78	\$12.00
After Three Years With the Firm:	\$11.00 - 20.00	\$15.00
Union:	\$14.00 - 20.00	\$15.00

Average Weekly Hours: Almost all (99%) Bus and Truck Mechanics work full-time, 41 hours per week.

Shifts: Almost all (89%) employers report having day shifts. Some (39%) also have swing and (22%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	41%	53%	0%
Dental Insurance:	35%	35%	6%
Vision Insurance:	29%	29%	6%
Life Insurance:	35%	24%	6%
Paid Sick Leave:	59%	6%	0%
Paid Vacation:	88%	6%	0%
Retirement Plan:	47%	12%	6%
Child Care:	0%	0%	0%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (83%) firms require a high school diploma or equivalent. A few (17%) hire those with less than a high school education.

Training: Many (59%) firms accept training as a substitute for work experience. Many (41%) employers require vocational training. Applicants trained in automotive electronics, truck, and diesel engine repair are preferred.

Education / Training Providers: See Appendix A, page 186

Experience: Almost all (89%) firms require 2-5 years experience as a Automobile Mechanic or Machinist. A few employers report hiring inexperienced applicants.

Skills rated "very important:"

Knowledge of safe working practices
 Ability to pay attention to detail
 Ability to repair brakes
 Knowledge of gas, diesel, and natural gas engines
 Ability to use hand and power tools
 Ability to work in awkward positions
 Troubleshooting skills
 Ability to read and interpret technical manuals
 Ability to work independently
 Ability to provide own hand tools
 Possession of a valid drivers license
 Ability to work under pressure and meet deadlines
 Oral communication skills
 Ability to keep accurate records
 Knowledge of automotive electronics
 Ability to use electronic diagnostic equipment
 Ability to repair vehicle air conditioning systems

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Bus and Truck Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotion or Transfer

Others include: Walk-In Applicants, Employment Development Department, Job Postings

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Construction
Bus and Truck Repair Shops
Local Schools and Government
Local Trucking and Bus Operators
Trucking and Courier Services

Employers' Employment Outlook: 18 employers provided data to develop this profile.

10 project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 230
Separations to 2006: 260
*Total Openings: 490

New Job Growth Rate: 14.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Diesel Truck Service Technicians, Service Technicians, Mechanics I, II, Mechanics A, B, C

Related Codes: DOT - 620.281-050, 625.281-010,
O*NET - 49-3031.00

Promotional Opportunities: Lead Mechanic, Foreman, Shop Supervisor, Fleet Equipment Supervisor, Shift Supervisor, Supervising Manager, Operations Supervisor

Unionization/Collective Bargaining: Yes. 28% of employers and 70% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CALL CENTER WORKERS

531230999

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing, or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or Dispatchers.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 11.61	\$8.25
New Hires, With Experience:	\$7.00 - 12.11	\$9.25
After Three Years With the Firm:	\$8.00 - 15.76	\$11.00

*Combined union and non-union wages

Average Weekly Hours: Most (70%) Call Center Workers work full-time, 40 hours per week. Some (25%) work part-time, 28 hours per week.

Shifts: All (100%) employers report having day shifts. A few reported evening shifts (12%) or swing shifts (6%).

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	25%	63%	0%
Dental Insurance:	25%	63%	0%
Vision Insurance:	31%	44%	6%
Life Insurance:	44%	19%	19%
Paid Sick Leave:	75%	0%	13%
Paid Vacation:	88%	0%	0%
Retirement Plan:	63%	13%	13%
Child Care:	19%	0%	69%

Other employers specified: 401-K Plan, Stock Options, Profit Sharing, Educational Assistance, Holiday Pay, Overtime Pay

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (76%) firms require a high school diploma or equivalent. A few (18%) hire those with less than a high school education.

Training: Most (70%) firms accept six months of training as a substitute for work experience. Many (47%) require 3-6 months vocational training and on-the-job training is sometimes provided. Applicants with database, word processing, and spreadsheet software skills are preferred.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Some (24%) firms require nine months to two years work experience as a Call Center Worker. All (100%) accepted 6-12 months experience as a Phone Solicitor, Customer Service Representative, Hotel Front Desk Clerk, Reservationist, or In-House Sales Representative.

Skills rated "very important:"

Oral communication skills
Customer service skills
Interpersonal skills
Telephone answering skills
Ability to work independently
Ability to read and follow instructions
Ability to interview others for information
Ability to use a computer
Typing skills
Spelling skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Call Center Workers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others include: Career Centers, CAL Jobs, Job Hotline

Turnover: Moderate, 11% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 64% female, 36% male

Where The Jobs Are:

Catalog and Mail Order Firms

Hospitals

Insurance Companies

Local and Federal Government

Local Cable Operators

Local Transportation (Bus and Trolley Operators)

Local Utility Companies

Newspaper and Book Publishers

Software Companies

Telemarketing and Research Companies

Temporary Agencies

Employers' Employment Outlook: 17 employers responded, providing data representing 2,952 employees for this occupation.

13 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Sales Representative, Human Resource Assistant, Call Center Supervisor, Buyer, Team Leader, Team Trainer, Team Captain, Project Supervisor

Unionization/Collective Bargaining: Yes. 18% of employers and 9% of employees were unionized.

Alternate Job Titles: Customer Service Clerks, Telemarketers, Employment Program Representatives

Related Codes: DOT - 299.357.014, O*NET - Not available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CHILD CARE WORKERS

OES 680380

Child Care Workers attend to children at schools, businesses, and institutions performing a variety of tasks such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.50 - 8.00	\$7.75
New Hires, With Experience:	\$7.50 - 10.00	\$9.00
After Three Years With the Firm:	\$8.80 - 14.38	\$11.00

Average Weekly Hours: Almost all (83%) Child Care Workers work full-time, 40 hours per week. A few (16%) work part-time, 21 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	92%	0%	8%
Dental Insurance:	85%	0%	15%
Vision Insurance:	62%	0%	38%
Life Insurance:	62%	0%	38%
Paid Sick Leave:	92%	0%	8%
Paid Vacation:	85%	0%	15%
Retirement Plan:	54%	15%	31%
Child Care:	69%	8%	23%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (77%) firms require a high school diploma or equivalent. Some (23%) require an associate degree.

Training: Almost all (89%) firms accept 1-2 years training as a substitute for work experience. Most (69%) require 1-2 years vocational training, including 6-12 college units of Child Care Development classes.

Education / Training Providers: See Appendix A, page 187

Experience: Many (54%) firms do not require, but prefer 6-12 months work experience as a Child Care Worker. Some (25%) accept 6-12 months experience in any child related supervision work.

Skills rated "very important:"

Patience with children
 Ability to communicate with children and adults
 Ability to follow safe working procedures
 Ability to work effectively as part of a team
 Positive attitude
 Ability to deal effectively with disruptive children
 Ability to provide fair, but firm discipline
 Ability to apply teaching techniques
 Ability to handle crisis situations
 Ability to direct instructional activities for children
 Ability to read and follow written instructions
 Ability to work under stress
 Ability to apply emergency first aid and CPR techniques
 Ability to work independently
 Training in early childhood development
 Supervision skills
 Oral reading skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Child Care Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Others include: Internet, Word of Mouth, Career Fairs, Church Employment Office, Substitute Teacher List

Turnover: Moderate, 10.4% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 93% female, 7% male

Where The Jobs Are:

Child Day Care Services
Civic and Social Associations
Individual and Family Services
Religious Organizations
Residential Care

Employers' Employment Outlook: 13 employers responded, providing data representing 261 employees for this occupation.

8 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,030
Separations to 2006: 310
*Total Openings: 1,340

New Job Growth Rate: 25.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Teacher, Head Teacher, Preschool or K-6 Teacher, Administrator, Assistant Director, Family Support Advisor

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Day Care Teachers, Instructional Assistants

Related Codes: DOT - 355.674-010, 359.677-010, 359.677-018, O*NET - 39-9011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CIVIL ENGINEERS

OES 221210

Civil Engineers perform a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. This includes Traffic Engineers who specialize in studying vehicular and pedestrian traffic conditions.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.00 - 18.63	\$16.74
Union:	\$15.05 - 15.32	\$15.19
New Hires, With Experience:	\$14.62 - 23.97	\$18.75
Union:	\$16.25 - 25.68	\$21.00
After Three Years With the Firm:	\$18.70 - 33.56	\$24.29
Union:	\$18.79 - 32.37	\$24.71

Average Weekly Hours: Almost all (97%) Civil Engineers work full-time, 42 hours per week. A few (3%) work part-time, 28 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	68%	32%	0%
Dental Insurance:	63%	32%	5%
Vision Insurance:	58%	21%	0%
Life Insurance:	63%	26%	11%
Paid Sick Leave:	84%	11%	0%
Paid Vacation:	89%	11%	0%
Retirement Plan:	63%	32%	5%
Child Care:	5%	11%	0%

Other employers specified: Education Reimbursement, Paid Holidays, Long-Term Disability, Deferred Compensation Plan.

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: Some (20%) firms accept training as a substitute for work experience and (26%) require vocational training. Applicants with word processing and spreadsheet software skills, as well as the ability to use CAD or Autocad systems are preferred. (Employers reported using Intergraph and Microstation software).

Education / Training Providers: See Appendix A, page 188

Experience: Most (63%) firms require 2-5 years related work experience. A few (15%) accept five years experience in design and construction.

Skills rated "very important:"

Ability to solve complex engineering problems
 Ability to read and follow instructions
 Ability to develop written recommendations/writing skills
 Ability to read and analyze maps, drawings, blueprints, and aerial photographs
 Ability to work under pressure
 Ability to work on or manage a team
 Oral communication skills
 Ability to work independently
 Advanced math skills
 Ability to write technical material
 Possession of a valid driver's license
 Registered by the State Board of Professional Engineers
 Familiar with computer-assisted engineering design software
 Leadership and management skills
 CAD drafting and computer graphic skill
 Interpersonal skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Civil Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Trade Journals, Employee Referrals

Others include: Colleges and Universities, Internet

Turnover: Moderately low, 10% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 10% female, 90% male

Where The Jobs Are:

Civil Engineering and Architectural Services

Local Government

State Government

Employers' Employment Outlook: 19 employers provided data to develop this profile.

10 project employment to grow and 9 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 350
Separations to 2006: 260
*Total Openings: 610

New Job Growth Rate: 19.4%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Associate Civil Engineers, Junior Civil Engineers, Project Engineers, Resident Engineers, Civil Designers, Bridge Engineers/Designers, Design Engineers, Remediation Engineers, City Engineers

Related Codes: DOT - 005.061-014, 005.061-038, 005.167-014, O*NET - 17-2051.00

Promotional Opportunities: Assistant Design Engineer, Lead Engineer, Senior Engineer, Assistant Project Engineer, Senior Bridge Designer, Project Manager, Supervising Engineer, Senior Associate Engineer, Company Vice President

Unionization/Collective Bargaining: Yes. 26% of employers and 21% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER ANIMATORS

030064998

Computer Animators create two and three dimensional images that show objects in motion or illustrate a process. These images convey or enhance the project's message. Images are created with modeling and animation software. They may scan, edit, add color and texture, and add motion to images with the aid of a computer.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 16.00	\$12.71
New Hires, With Experience:	\$10.50 - 18.00	\$15.34
After Three Years With the Firm:	\$16.00 - 22.50	\$19.18

Average Weekly Hours: Almost all (94%) Computer Animators work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Not Provided</u>
Medical Insurance:	54%	46%
Dental Insurance:	46%	54%
Vision Insurance:	46%	54%
Life Insurance:	46%	54%
Paid Sick Leave:	54%	46%
Paid Vacation:	54%	46%
Retirement Plan:	54%	46%
Child Care:	23%	77%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (54%) firms require a high school diploma or equivalent. Some require an associate degree (23%) or a bachelor degree (23%).

Training: Some (31%) firms accept one year training as a substitute for work experience. Employers may provide a one year Computer Graphics Internship. Employers reported using the following software applications: After Effect, Java, Cold Fusion, Dreamworks, DVD, Flash, HTML, Lightwave, Photoshop , XHTML, and Streaming Video.

Education / Training Providers: See Appendix A, page 188

Experience: Some (31%) firms require 1-2 years work experience as a Computer Animator.

Skills rated "very important:"

Ability to work on a team and meet deadlines
 Knowledge of layout and design
 Ability to concentrate and sit for long periods of time
 Possession of good color vision
 Ability to create graphics on the computer
 Ability to do detailed work
 Knowledge of computer animation software
 Ability to do precision work
 Knowledge of 3-D modeling
 Ability to edit computer images
 Ability to produce conceptual drawings (story boards) by hand or by computer
 Ability to scan images into a computer
 Knowledge of basic animation mechanics
 Knowledge of animation, fine arts, or film
 Knowledge of screen cartooning
 Freehand drawing skills
 Knowledge of Web Design, Flash Programming, and String Communication

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Computer Animators**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements, Internet

Others include: Client Referrals, Word of Mouth, Service Clubs, Networking

Turnover: Moderate, 20% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 79% male, 21% female

Where The Jobs Are:

Commercial Art and Graphic Design Studios

Motion Picture Production and Services

Television Broadcasting

Vocational Art Schools

Employers' Employment Outlook: 13 employers responded, providing data representing 33 employees for this occupation.

7 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Coordinator, Production Manager, Senior Designer, Production Editor, Director

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Designer Animators, CAD Animators, Graphic Designers

Related Codes: DOT - 141.081-010, O*NET - 27-1014.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER ENGINEERS

OES 221270

Computer Engineers analyze data processing requirements to plan EDP systems to provide system capabilities required for projected work loads. They plan layout and installation of new systems or modification of existing systems. They may set up and control analog or hybrid computer systems to solve scientific and engineering problems.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.00 - 16.78	\$14.92
New Hires, With Experience:	\$11.51 - 21.58	\$17.16
After Three Years With the Firm:	\$14.49 - 33.56	\$21.69

Average Weekly Hours: Almost all (94%) Computer Engineers work full-time, 42 hours per week. A few (6%) work part-time, 24 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	50%	50%	0%
Dental Insurance:	44%	50%	0%
Vision Insurance:	31%	25%	6%
Life Insurance:	38%	38%	6%
Paid Sick Leave:	81%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	63%	19%	0%
Child Care:	0%	6%	0%

Other employers specified: 401-K Plan, Education Reimbursement, 125 Spending Plan, Short and Long-Term Disability, Stock Purchase Plan

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many (56%) firms require a bachelor degree. Some (25%) require an associate degree.

Training: Many (50%) firms accept 12-24 months of training in computer maintenance operations or have a network certification to substitute for work experience. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

Education / Training Providers: See Appendix A, page 189

Experience: Most (69%) firms require 2-6 years related work experience in systems analysis, computer networking, or computer operations.

Skills rated "very important:"

Knowledge of computer hardware and software systems
 Ability to pay attention to detail
 Ability to work as a team
 Ability to meet deadlines
 Ability to read and follow instructions
 Oral communication skills
 Ability to work independently
 Problem solving skills
 Ability to work under pressure
 Knowledge of computer design
 Knowledge of micro and mainframe computer systems
 Analytical skills
 Computer programming skills
 Knowledge of LAN/WAN systems
 Possess a high level of theoretical expertise
 Ability to write technical material
 Multi-tasking skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Computer Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others include: Colleges and Universities, Professional Networking

Turnover: Moderate, 15% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 23% female, 77% male

Where The Jobs Are:

Commercial Research

Computers and Electronic Design

Software Design

Temporary Agencies

Employers' Employment Outlook: 16 employers provided data to develop this profile.

8 project employment to grow, 7 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 2,540
Separations to 2006: 230
*Total Openings: 2,770

New Job Growth Rate: 60.2%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Business Applications Engineers, Systems Analysts, Systems Engineers, Systems Integrators, Hardware Engineers, Engineer Analysts, Information Analysts, Applications Systems Engineers, Applications Developers, Network Systems Engineers

Related Codes: DOT - 033.167-010, O*NET - 17-2061.00,

Promotional Opportunities: Senior PC/Lan Specialist, Senior Engineer, Senior Network Engineer, Program Manager, Senior Computer Architect, Lead Engineer, Senior Systems Analyst, Applications Systems Analyst, Supervising Engineer

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER NETWORK ADMINISTRATORS AND MANAGERS

031262999

Computer Network Administrators and Managers direct and oversee a firm's computer network and its related computing environments, including hardware, software, and all configurations. The network may be a Local Area Network (LAN) or a Wide Area Network (WAN) or both. They may make recommendations or make decisions regarding the purchase of equipment and report the fiscal impact to other company managers. They often plan and track projects, write proposals, and troubleshoot both operating system software and hardware. They often manage a team consisting of analysts and technicians, although in smaller companies they may work independently.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - -Insufficient Data - - -	
New Hires, With Experience:	\$11.99 - 25.57	\$20.03
After Three Years With the Firm:	\$16.78 - 33.56	\$26.37

Average Weekly Hours: All (100%) Computer Network Administrators and Managers work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	53%	47%	0%
Dental Insurance:	63%	32%	5%
Vision Insurance:	58%	16%	26%
Life Insurance:	58%	26%	16%
Paid Sick Leave:	95%	0%	5%
Paid Vacation:	100%	0%	0%
Retirement Plan:	58%	26%	5%
Child Care:	11%	0%	84%
Other employers specified: 401-K Plan, Long-Term Disability, Stock Options, Profit Sharing			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a bachelor degree. Some either require a high school diploma or equivalent (26%) or an associate degree (21%).

Training: A few (16%) firms accept one year of training as a substitute for work experience. Some (26%) require one year of vocational training. Employers look for Certified Network Engineers (CNE) and Microsoft Certified System Engineers (MCSE). Applicants with word processing, spreadsheet, database, Internet, and e-mail application skills are preferred.

Education / Training Providers: See Appendix A, page 191

Experience: Almost all (95%) firms require 2-3 years of experience as a Network Administrator. Some (21%) accept other computer experience.

Skills rated "very important:"

Troubleshooting skills
Ability to analyze data and solve problems
Knowledge of personal computer operating systems
Knowledge of local area networks (LAN)
Knowledge of networking systems
Knowledge of software applications
Knowledge of e-mail systems
Ability to work independently
Ability to evaluate customer needs
Ability to read and follow instructions
Oral communication skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Computer Network Administrators and Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies, Employee Referrals

Turnover: Moderately low, 9% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 16% female, 84% male

Where The Jobs Are:

Computer Network Administrators can be found in large, medium, and small sized companies that operate either a large area network (LAN), or wide area network (WAN).

Employers' Employment Outlook: 19 employers responded, providing data representing 44 employees for this occupation.

11 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Senior System Administrator, Senior Engineer, Vice President of Engineering

Unionization/Collective Bargaining: None reported

Alternate Job Titles: System Administrators, Network Engineers, NT Network Administrators, Computer/Network Engineers, MIS Managers

Related Codes: Not available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

COMPUTER SUPPORT SPECIALISTS

OES 251040

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	- - Insufficient Data - - -	
New Hires, With Experience:	\$10.50 - 20.00	\$16.04
After Three Years With the Firm:	\$12.25 - 29.68	\$19.72

*Combined union and non-union wages

Average Weekly Hours: Almost all (96%) Computer Support Specialists work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts. A few either have swing shifts (11%) or graveyard shifts (6%).

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	50%	33%	6%
Dental Insurance:	33%	44%	11%
Vision Insurance:	33%	22%	33%
Life Insurance:	61%	6%	22%
Paid Sick Leave:	83%	0%	11%
Paid Vacation:	83%	0%	11%
Retirement Plan:	28%	22%	17%
Child Care:	6%	0%	83%
Other employers specified: 401-K Plan, Stock Options, Paid Holidays, Profit Sharing			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a high school diploma or equivalent. Some (33%) require a bachelor degree and a few (17%) require an associate degree.

Training: Many (44%) firms accept one year of training as a substitute for work experience. Some (33%) require 1-2 years of vocational training, such as commercially based programs leading to Microsoft or Novell certification. Applicants with database, word processing, and spreadsheet skills are preferred. Experience in e-mail, Internet, PowerPoint, Quark Express, and UNIX operating systems is also valuable.

Education / Training Providers: See Appendix A, page 195

Experience: All (100%) firms require 1-2 years work experience as a Computer Support Specialist. Many (44%) accept 1-2 years experience as a Technical End User, Quality Assurance Technician, Computer Programmer, or Telephone Maintenance Technician. Internships are also accepted.

Skills rated "very important:"

Customer service skills
 Oral communication skills
 Troubleshooting skills
 Ability to work independently
 Knowledge of personal computer operating systems
 Ability to work under pressure
 Knowledge of e-mail systems
 Ability to provide technical assistance to system users
 Knowledge of networking systems
 Ability to read and understand operating manuals
 Good verbal articulation skills
 Ability to do accurate work

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Computer Support Specialists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient data**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Others include: Career Centers, Career Fairs

Turnover: Moderately high, 27% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 22% female, 78% male

Where The Jobs Are:

Computer and Data Processing Services

Professional and Commercial Equipment

Research and Testing Facilities

Software Development Companies

Employers' Employment Outlook: 18 employers responded, providing data representing 118 employees for this occupation.

8 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 3,330
Separations to 2006: 290
*Total Openings: 3,620

New Job Growth Rate: 63.9%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead System Specialist, System Analyst, Information Services Manager, System Administrator, LAN Administrator, IT Specialist, Manager, Network Operations Engineer, Junior Programmer

Unionization/Collective Bargaining: Yes. 6% of employers and 2% of employees were unionized.

Alternate Job Titles: Information System Specialists, Information Technology Specialists, Information Systems Coordinators, Network Technicians, Technical Support Specialists, Customer Service Developers, Computer Support Representatives, System Specialists, IT/IS Specialists, Help Desk Technicians, Help Desk Support Specialists, PC Technicians, Support Technicians, Training Support Specialists, Client Support Specialists

Related Codes: DOT - 032.262-010, 033.162-018,
O*NET - 15-1041.00

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CONCRETE AND TERRAZZO FINISHERS

OES 873110

Concrete and Terrazzo Finishers apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. They finish surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone facings of concrete structural products to remove imperfections. This category includes Concrete Rubbers.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$9.00 - 10.00	\$9.50
New Hires, With Experience:	\$12.00 - 22.22	\$16.00
After Three Years With the Firm:	\$13.00 - 26.67	\$20.00

*Combined union and non-union wages

Average Weekly Hours: Almost all (90%) Concrete and Terrazzo Finishers work full-time, 40 hours per week. A few (10%) work on a temporary or on-call basis, 31 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	69%	8%	23%
Dental Insurance:	23%	8%	69%
Vision Insurance:	15%	0%	85%
Life Insurance:	15%	0%	85%
Paid Sick Leave:	8%	0%	92%
Paid Vacation:	62%	0%	38%
Retirement Plan:	31%	8%	54%
Child Care:	0%	0%	100%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (67%) firms require a high school diploma or equivalent. Some (33%) require less than a high school education.

Training: Some (21%) firms accept 1-2 years training as a substitute for work experience. Some (20%) require 1-3 years vocational, apprenticeships, or on-the-job training.

Education / Training Providers: See Appendix A, page 197

Experience: Almost all (87%) firms require 1-5 years work experience as a Cement Mason or Terrazzo Finisher. A few (17%) accept one year experience in concrete work, construction, or landscaping.

Skills rated "very important:"

Ability to do strenuous physical work
 Ability to work independently
 Ability to do a lot of bending and stooping
 Ability to use hand tools
 Ability to work on a team
 Ability to stand for long periods of time
 Possession of manual dexterity
 Ability to follow oral and written instructions
 Willingness to work overtime
 Ability to use power tools
 Knowledge of safe working practices
 Provide own power tools

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Concrete and Terrazzo Finishers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Turnover: Moderate, 15% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

Concrete Contractors

Construction Companies

Masonry, Stonework, and Plastering Contractors

Employers' Employment Outlook: 15 employers responded, providing data representing 224 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 640
Separations to 2006: 300
*Total Openings: 940

New Job Growth Rate: 19.1%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Senior Cement Mason, Field Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 2% of employees were unionized.

Alternate Job Titles: Concrete Laborers, Cement Masons, Form Setters, Terrazzo Finishers, Terrazzo Installers

Related Codes: DOT - 032.262-010, 033.162-018,
O*NET - 47-2051.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CONSTRUCTION MANAGERS

OES 150170

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields such as carpentry or plumbing. Does not include general managers of large construction contracting firms.

WAGES AND BENEFITS

Hourly Wages*	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$17.00 - 25.97	\$21.21
After Three Years With the Firm:	\$19.00 - 44.44	\$29.38

*Combined union and non-union wages

Average Weekly Hours: All (100%) Construction Managers work full-time, 44 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	Employer Pays All	Shared Cost	Not Provided
Medical Insurance:	75%	13%	13%
Dental Insurance:	44%	13%	38%
Vision Insurance:	13%	13%	75%
Life Insurance:	25%	6%	69%
Paid Sick Leave:	63%	0%	38%
Paid Vacation:	81%	0%	19%
Retirement Plan:	38%	13%	50%
Child Care:	6%	0%	94%
Other employers specified: 401-K Plan, Company Car or Truck			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require a high school diploma or equivalent. A few (13%) require a bachelor degree in Civil Engineering.

Training: Many (50%) firms require 1-2 years technical or vocational training in construction management, CAD drafting, math, and building materials. Applicants with computerized estimating and CAD drafting skills are preferred.

Education / Training Providers: See Appendix A, page 198

Experience: Almost all (88%) firms require 2-5 years work experience as a Construction Manager. Many (53%) accept 4-5 years experience in carpentry, concrete, tile setters, masonry trades, or as a construction foreman.

Skills rated "very important:"

Ability to read blue prints and technical drawings
 Ability to manage construction activities
 Work as a team leader
 Oral communications skills
 Ability to follow safe working procedures
 Ability to determine priorities for construction workers
 Ability to manage materials and equipment
 Knowledge of building codes
 Ability to work with architects and clients
 Ability to estimate time for projects
 Ability to use hand and power tools
 Ability to interview and hire workers
 Knowledge of hazardous waste handling
 Negotiation skills
 Ability to apply business management concepts
 Knowledge of basic framing skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Construction Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

In-House Promotion or Transfer, Trade Journals, Employee Referrals

Others include: Union Hall Referrals

Turnover: None, 0% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661- 3,322

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Building Construction
Concrete Work
Electrical Contractors
Engineering and Architectural Services
Heavy Construction
Highway and Street Construction
Local Government
Masonry, Plumbing, and Roofing Contractors

Employers' Employment Outlook: 16 employers responded, providing data representing 83 employees for this occupation.

9 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 400
Separations to 2006: 260
 *Total Openings: 660

New Job Growth Rate: 20.7%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Project Manager, Field Superintendent

Unionization/Collective Bargaining: Yes, 13% of employers and 7% of employees were unionized.

Alternate Job Titles: Foremen, Superintendents, Project Managers

Related Codes: DOT - 182.167-010, 182.167-026,
 O*NET - 11-9021.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CORRECTION OFFICERS AND JAILERS

OES 630170

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.17	\$8.17
Union:	\$11.07 - 14.94	\$12.24
New Hires, With Experience:	\$10.12	\$10.12
Union:	\$11.07 - 14.94	\$14.21
After Three Years With the Firm:	\$12.24	\$12.24
Union:	\$12.20 - 20.02	\$15.70

Average Weekly Hours: Almost all (96%) Correction Officers and Jailers work full-time, 42 hours per week. A few (4%) work on a temporary or on-call basis, 40 hours per week.

Shifts: All (100%) employers report having day, swing, and graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	40%	40%	20%
Dental Insurance:	40%	40%	20%
Vision Insurance:	40%	40%	20%
Life Insurance:	40%	40%	20%
Paid Sick Leave:	60%	40%	0%
Paid Vacation:	60%	40%	0%
Retirement Plan:	40%	60%	0%
Child Care:	0%	20%	0%
Other employers specified: 401-K Plan, Uniform Allowance, Overtime Pay, Annual Bonus			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost (80%) all firms require a high school diploma or equivalent. Some (20%) require a bachelor degree.

Training: No firms accept vocational training as a substitute for work experience. Most (40%) require vocational training in criminal justice or social science.

Education / Training Providers: See Appendix A, page 198

Experience: Most (60%) firms do not require related work experience. Those that do, prefer 24 - 36 months experience in military security, social work, supervisory, or management positions; but responding employers report rarely hiring experienced applicants.

Skills rated "very important:"

Oral communication skills
 Ability to read and follow instructions
 Ability to work under pressure and handle crisis situations
 U.S. citizen and 21 years of age
 Ability to pass pre-employment drug screening
 Ability to observe and report on prisoner activity
 Ability to work independently
 No felony convictions
 Ability to stand continuously for two or more hours
 Willingness to work nights, weekends, holidays, and overtime
 Training in criminal justice, police science, or criminology
 Ability to apply force to maintain discipline
 Ability to pass a pre-employment medical exam
 Ability to pass a physical performance test
 Ability to pass pre-employment written and/or oral exams
 Willingness to work with close supervision

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Correction Officers and Jailers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Internet

Others include: Job Postings, Hotline, State Government Recruitment

Turnover: Moderate, 11% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 25% female, 75% male

Where The Jobs Are:

Federal Government

Local Government

State Government

Employers' Employment Outlook: 5 employers provided data to develop this profile.

1 projects employment to grow, 3 expect it to remain stable, and 1 expects employment to decline over the next two years.

OES Growth Projections: New jobs through 2006: 330
Separations to 2006: 290
 *Total Openings: 620

New Job Growth Rate: 24.3%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Corrections Deputies, Correctional Officers, Watch Guards, Correctional Deputies, Probation Officers

Related Codes: DOT - 372.367-014, 372.667-018,
 O*NET - 33-3012.00

Promotional Opportunities: Deputy Sheriff, Training Officer, Senior Probation Officer, Counselor, Watch Captain, Sergeant, Lieutenant, Associate Warden

Unionization/Collective Bargaining: Yes. 80% of employers and 99% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

CUSTOMER SERVICE REPRESENTATIVES - UTILITIES

OES 553350

Customer Service Representatives-Utilities interview applicants for water, gas, electric, or telephone service. They talk with customer by phone or in person and receive orders for installation, turn-on, discontinuance, or change in services.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 11.00	\$9.00
New Hires, With Experience:	\$8.00 - 15.45	\$11.00
After Three Years With the Firm:	\$10.00 - 20.00	\$15.00

Average Weekly Hours: Most (63%) Customer Service Representatives - Utilities work full-time, 40 hours per week. Some (37%) work part-time, 23 hours per week.

Shifts: Almost all (93%) employers report having day shifts and a few (7%) have swing shifts.

Fringe Benefits, Who Pays*

	Full-Time E'er Pays All	Part-Time E'er Pays All
Medical Insurance:	80%	13%
Dental Insurance:	73%	7%
Vision Insurance:	67%	7%
Life Insurance:	67%	7%
Paid Sick Leave:	73%	7%
Paid Vacation:	80%	13%
Retirement Plan:	73%	7%
Child Care:	0%	0%
Other employers specified: Employee Discount		

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require an associate degree.

Training: Some (38%) firms accept six months of training as a substitute for work experience. Almost all (93%) do not require technical or vocational training, however a few (7%) provide in-house training. Applicants with word processing and database software skills are preferred.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Some (33%) firms require 1-2 years experience as a Customer Service Representative - Utilities. Most (60%) accept one year experience in retail or customer service occupations.

Skills rated "very important:"

Oral communication skills
 Customer service skills
 Ability to resolve customer complaints
 Telephone answering skills
 Ability to speak clearly
 Ability to work on a team
 Ability to work under pressure
 Ability to explain company rules and policies
 Public contact skills
 Ability to interview customers for information
 Ability to do routine repetitive work
 Ability to sit for long periods of time
 Ability to work independently
 Data entry skills (input and retrieve data)
 Interpersonal skills
 Ability to process orders for products or services

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Customer Service Representatives - Utilities**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Turnover: Moderately low, 6.7% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661- 3,322

Gender Representation: Local employer response indicates 81% female, 19% male

Where The Jobs Are:

Cable Television Services
Gas and Electric Providers
Independent Energy Providers
Local Water Districts
Sanitary Service Providers
Telephone Communications

Employers' Employment Outlook: 15 employers responded, providing data representing 350 employees for this occupation.

9 employers project employment to remain stable, 5 expect to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 420
Separations to 2006: 450
*Total Openings: 870

New Job Growth Rate: 16.9%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Team Leader, Supervisor, Manager, District Manager

Unionization/Collective Bargaining: None reported.

Alternate Job Titles: Service Representatives

Related Codes: DOT - 239.362-014, 241.267-034, 959.361-010, 239.367-034, O*NET - 43-4051.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DATABASE ADMINISTRATORS

OES 251030

Data Base Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate database development as part of a project team.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.42	\$13.42
New Hires, With Experience:	\$12.79 - 21.58	\$15.79
After Three Years With the Firm:	\$16.78 - 28.33	\$20.78

Average Weekly Hours: All (100%) Database Administrators work full-time, 42 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	<u>E'er Pays All</u>	<u>Shared Cost</u>
Medical Insurance:	44%	50%
Dental Insurance:	31%	56%
Vision Insurance:	19%	25%
Life Insurance:	44%	31%
Paid Sick Leave:	69%	19%
Paid Vacation:	75%	19%
Retirement Plan:	63%	19%
Child Care:	6%	0%

Other employers specified: 401-K Plan, Cafeteria Plan, Stock Options, Deferred Compensation Plan, Disability Insurance, Profit Sharing

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (56%) firms require a bachelor degree. Many (44%) require an associate degree.

Training: All (100%) firms do not accept training as a substitute for work experience. A few (6%) require vocational training. Applicants with database, word processing, and spreadsheet computer software skills are preferred. Employers reported using the following software applications: Filemaker Pro, Informix, Oracle, MS Access, and other SQL database software.

Education / Training Providers: See Appendix A, page 199

Experience: Almost all (94%) firms require 1-5 years work experience in Programming or as a Networking/Systems Analyst, or Electronic Program Specialist. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important:"

Knowledge of database management
 Ability to work under pressure
 Detail oriented
 Ability to think logically
 Problem solving skills
 Ability to work independently
 Ability to read and follow instructions
 Analytical skills
 Ability to work as part of a team
 Oral communication skills
 Knowledge of computer hardware and software systems
 Ability to concentrate for long periods of time
 Computer programming skills
 Ability to sit for long periods of time
 Continuous learning

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		
Few Employers Hire		X

Job Market for: **Database Administrators**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet

Others include: Colleges and Universities, In-House Promotions or Transfer, Job Fairs, San Diego One Stop Career Center Network

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 42% female, 58% male

Where The Jobs Are:

Local Banks

Communications, Computers, and Software

Data Processing Services

Engineering Firms

Hospitals

Local Government

Manufacturing

Schools and Colleges

Software Development

Temporary Agencies

Employers' Employment Outlook: 16 employers provided data to develop this profile.

7 project employment to grow and 9 expect it to remain stable over the next two years.

OES Growth Projections: New Jobs through 2006: 370
Separations to 2006: 130
*Total Openings: 500

New Job Growth Rate: 36.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Data Processing Consultants, Computer Specialists, Computer Systems Administrators, Data Resource Specialists, Systems Analysts, Computer Information Specialists

Related Codes: DOT - 039.162-010, 039.162-014,
O*NET - 15-1061.00

Promotional Opportunities: Computer Support Specialist, Data Resource Manager, Senior Administrator, Database Manager/Director, Database Analyst, Systems Analyst

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DENTAL ASSISTANTS

OES 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.50 - 12.00	\$11.00
New Hires, With Experience:	\$10.00 - 15.00	\$12.00
After Three Years With the Firm:	\$14.00 - 19.00	\$15.00

*Combined union and non-union wages

Average Weekly Hours: Most (67%) Dental Assistants work full-time, 37 hours per week. Some (33%) work part-time, 27 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	20%	13%	33%
Dental Insurance:	33%	7%	27%
Vision Insurance:	7%	0%	60%
Life Insurance:	0%	0%	67%
Paid Sick Leave:	53%	0%	13%
Paid Vacation:	53%	0%	13%
Retirement Plan:	33%	0%	33%
Child Care:	0%	0%	67%

Other employers specified: Paid Holidays, Paid Continuing Education

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a high school diploma or equivalent. Some (27%) require an associate degree.

Training: A few (9%) firms accept one year of training as a substitute for work experience. Most (67%) require one year of vocational training in an accredited Registered Dental Assistants program. Applicants must pass a written examination administered by the California Board of Dental Examiners. Certification must be renewed every two years.

Education / Training Providers: See Appendix A, page 202

Experience: Most (73%) firms require 1-2 years work experience as a Dental Assistant.

Skills rated "very important:"

Oral communication skills
Public contact skills
Possession of a Radiation Safety Certificate
Ability to read and follow instructions
Knowledge of dental procedures
Knowledge of dental materials
Ability to work independently
Meet employer grooming standards
Ability to work with close supervision
Familiarity with coronal polishing

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Dental Assistants**

Experienced Applicants: **Little Competition in job search**

Inexperienced Applicants: **Very Competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 96% female, 4% male

Where The Jobs Are:

Dental Offices and Clinics

Employers' Employment Outlook: 15 employers responded, providing data representing 69 employees for this occupation.

All 15 employers project employment to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 600
Separations to 2006: 320
*Total Openings: 920

New Job Growth Rate: 21.7%* Projected growth is faster than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Clinical Supervisor, Office Manager

Unionization/Collective Bargaining: Yes. 7% of employers and 12% of employees were unionized.

Alternate Job Titles: None reported

Related Codes: DOT - 079.361-018, O*NET - 31-9091.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DESKTOP PUBLISHING – GRAPHIC DESIGNERS

979382999

Desktop Publishing – Graphic Designers use desktop publishing software to lay out pages, select size and style of type, and enter text and graphics into computer to produce printed materials, such as advertisements, brochures, newsletters, and forms, applying knowledge of graphic arts techniques and typesetting.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$8.00 - 14.50	\$11.48
After Three Years With the Firm:	\$10.00 - 20.00	\$15.00

Average Weekly Hours: Almost all (98%) Desktop Publishing-Graphic Designers work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	36%	50%	14%
Dental Insurance:	0%	29%	71%
Vision Insurance:	7%	36%	57%
Life Insurance:	21%	14%	57%
Paid Sick Leave:	86%	0%	14%
Paid Vacation:	93%	0%	7%
Retirement Plan:	14%	29%	57%
Child Care:	0%	7%	93%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (71%) firms require a high school diploma or equivalent. Some (29%) require an associate degree.

Training: Most (79%) firms require 6-12 months technical or vocational training. Applicants with graphic design/layout and publishing software skills are preferred. Employers reported using the following software applications: Adobe Illustrator, Coral Draw, PageMaker, Photoshop, and Quark Express.

Education / Training Providers: See Appendix A, page 202

Experience: Almost all (86%) firms require 1-3 years work experience as a Desktop Publisher. Many (50%) accept 6-12 months experience in magazine, newspaper publishing, printing, or pre-press operations.

Skills rated "very important:"

Ability to do detailed work
 Ability to work under pressure and meet deadlines
 Ability to read and follow instructions
 Ability to do precision work
 Knowledge of desktop publishing software
 Knowledge of page layout and design
 Knowledge of web design, digital printing, and photo negative stripping
 Ability to reproduce graphic images on the computer
 Ability to edit computer images
 Ability to concentrate for long periods of time
 Ability to work on a team
 Ability to scan images into a computer
 Possession of good color vision
 Ability to sit for long periods of time
 Customer service skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Desktop Publishing – Graphic Designers**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Walk-In Applicants, Employee Referrals

Others include: Word of Mouth

Turnover: Moderately low, 8.6% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 53% male, 47% female

Where The Jobs Are:

Newspapers, Publishing, and Printing
Commercial Art and Graphic Design Studios
Commercial Printing
Temporary Placement Services
Typesetting Services

Employers' Employment Outlook: 14 employers responded, providing data representing 40 employees for this occupation.

9 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Graphics Supervisor, Senior Art Designer, Senior Production Artist, Senior Computer Artist

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Page Designers, Typesetters, Computer Artists, Production Artists, Electronic Pre-Press Operators, Digital Publishers, Internet Publishers, Web Designers

Related Codes: DOT - 141.061-018, 979.382-026,
O*NET - 43-9031.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

DRAFTERS

OES 225140

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 10.50	\$10.25
New Hires, With Experience:	\$10.00 - 19.18	\$12.95
After Three Years With the Firm:	\$12.95 - 28.77	\$18.00

Average Weekly Hours: Almost all (98%) Drafters work full-time, 41 hours per week. A few (2%) work part-time, 23 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	67%	33%	0%
Dental Insurance:	53%	27%	20%
Vision Insurance:	47%	27%	27%
Life Insurance:	53%	27%	20%
Paid Sick Leave:	93%	0%	7%
Paid Vacation:	100%	0%	0%
Retirement Plan:	87%	0%	13%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Paid Continuing Education			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (53%) or an associate degree (40%).

Training: Some (31%) firms accept 1-2 years training as a substitute for work experience. Most (60%) require 1-2 years vocational training in construction, engineering studies, or CAD drafting software. Employers reported using the following software applications: ArchCad, ArchInfo, AutoCad, Mac, AutoCad, Hydrotec, Micro Station, Power PLB, RC Ideas, and Unigraphics. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 204

Experience: Almost all (73%) firms require 2-5 years work experience as a Drafter. Some (33%) accept one year of experience as a Machine Shop Worker, Technical Designer, or Construction Laborer.

Skills rated "very important:"

Computer assisted design (CAD) skills
Ability to prepare technical drawings
Ability to read blueprints
Ability to read and follow instructions
Ability to work independently
Ability to do precision work
Knowledge of geometry
Oral communication skills
Ability to sit for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Drafters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderately low, 8% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 24% female, 76% male

Where The Jobs Are:

Aircraft, Ship Building, and Repair
Architectural Firms
Construction Services Firms
Engineering Firms
Landscaping Firms
Local and State Government
Public Utilities
Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 177 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 340
Separations to 2006: 480
 *Total Openings: 820

New Job Growth Rate: 12.5%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Drafter, CAD Manager, Designer, Estimator, Project Manager, Regional Manager, Information Systems Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: CAD Operators, CAD Designers, Drafting Technicians, CAD Drafters, Graphics Designers

Related Codes: DOT - 001.261-010, 003.281-010, 003.281-014, 005.281-010, 005.281-014, 007.281-010, 017.261-030,
O*NET - 17-3011.02, 17-3011.00, 17-3011.01, 17-3012.02, 17-3013.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRERS

OES 857110

Electric Home Appliance and Power Tool Repairers repair, adjust, and install all types of electric household appliances, such as refrigerators, washing machines, dishwashers, vacuum cleaners, room air conditioners, and small appliances, including toasters, mixers, and food processors. This includes repairers of electrical hand and bench tools, such as lathes, drills, saws, grinders, and polishers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.50 - 12.00	\$10.00
With Commissions:	\$7.50 - 12.00	\$12.00
New Hires, With Experience:	\$5.75 - 14.00	\$11.00
With Commissions:	\$9.00 - 18.00	\$12.50
After Three Years With the Firm:	\$5.75 - 16.00	\$14.00
With Commissions:	\$11.00 - 25.00	\$17.50

Average Weekly Hours: Almost all (92%) Electric Home Appliance and Power Tool Repairers work full-time, 40 hours per week. A few (8%) work part-time, 18 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	27%	20%	47%
Dental Insurance:	13%	13%	67%
Vision Insurance:	13%	13%	67%
Life Insurance:	7%	7%	80%
Paid Sick Leave:	53%	0%	40%
Paid Vacation:	60%	0%	33%
Retirement Plan:	13%	0%	80%
Child Care:	0%	0%	93%

Other employers specified: Company Provided Uniforms, Paid Holidays

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) hire those with less than a high school education.

Training: A few firms (7%) accept training as a substitute for experience. Some (20%) require technical training and provide apprenticeship programs lasting 1-4 years.

Education / Training Providers: See Appendix A, page 205

Experience: Most (60%) firms require 1-3 years work experience. All (100%) do not accept other occupational experience.

Skills rated "very important:"

Ability to read and follow instructions

Ability to follow safety precautions

Ability to use small hand tools

Familiarity with home appliances: (washer, dryer, refrigerator, vacuum, microwave oven, sewing machine)

Troubleshooting skills

Ability to work independently

Ability to do cost estimates, prepare bills, and collect payment

Oral communication skills

Ability to read and interpret service manuals and schematics

Ability to provide own tools

Ability to use small power tools

Possession of a reliable vehicle and drivers license

Physical strength

Mechanical and electrical aptitude

Honesty and ethics

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Electric Home Appliance Repairers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants

Turnover: Moderately low, 9% in the past 12 months

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 3% female, 97% male

Where The Jobs Are:

Department Stores

Electrical Repair Shops

Household Appliance Stores

Employers' Employment Outlook: 15 employers provided data to develop this profile.

2 project employment to grow and 13 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 30
Separations to 2006: 30
*Total Openings: 60

New Job Growth Rate: 20%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Appliance Repair Technicians, Sewing Machine Technicians

Related Codes: DOT - 723.381-010, 723.584-010, 827.261-010,
O*NET - 49-2092-01

Promotional Opportunities: Shop Supervisor

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ELECTRICIANS

OES 872020

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. These include Protective Signal Installers and Repairers and Street Light Servicers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 9.00	\$8.00
Union:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$9.00 - 20.00	\$14.75
Union:	\$9.00 - 25.21	\$18.25
After Three Years With the Firm:	\$15.00 - 23.71	\$17.50
Union:	\$13.00 - 31.26	\$21.90

Average Weekly Hours: Almost all (98%) Electricians work full-time, 40 hours per week. A few (2%) work part-time, 20 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	73%	27%	0%
Dental Insurance:	67%	20%	13%
Vision Insurance:	47%	13%	40%
Life Insurance:	33%	7%	53%
Paid Sick Leave:	40%	0%	60%
Paid Vacation:	33%	0%	67%
Retirement Plan:	60%	13%	27%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Tuition Reimbursement, Profit Sharing			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (71%) firms accept 1-3 years of training as a substitute for work experience. Most (60%) require applicants to have training or be enrolled in a five year apprenticeship program. Apprenticeships consist of 10 semesters (1,100 hours) of classroom training and 8,000 on-the-job hours. A Certificate of Completion is issued by the California Division of Apprenticeship Standards.

Education / Training Providers: See Appendix A, page 205

Experience: Almost all (87%) firms require 2-5 years experience as a Electrician or Journeyman Electrician. Many (46%) accept one year of experience in trades, such as carpentry, construction, cable installation, signal installation, or heating and air conditioning.

Skills rated "very important:"

Ability to read and follow instructions
Ability to climb ladders
Ability to stand for long periods of time
Possession of mechanical aptitude
Oral communication skills
Ability to work independently
Knowledge of electrical equipment installation
Ability to lift 50 pounds
Shop math skills
Provide own hand tools
Ability to read blueprints
Good color perception
Interpersonal skills
Ability to crawl under buildings

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Electricians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Union Hall Referrals

Others include: Former Military Personnel, Electrical Suppliers

Turnover: Moderately low, 10% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 3% female, 97% male

Where The Jobs Are:

Electrical Contractors

Local Government

Ship Building and Repair

Employers' Employment Outlook: 15 employers responded, providing data representing 1,025 employees for this occupation.

11 employers project employment to grow, 3 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 1,000

Separations to 2006: 870

*Total Openings: 1,870

New Job Growth Rate: 17.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Job Supervisor, Electrical Supervisor, Estimator, Director of Purchasing, Project Manager, General Foreman, Superintendent

Unionization/Collective Bargaining: Yes. 47% of employers and 57% of employees were unionized.

Alternate Job Titles: Utility Technicians, Maintenance Electricians, Standby Linemen

Related Codes: DOT - 824.261-010, 824.681-010, 825.381-030, O*NET - 47-2111.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

EVENTS / MEETING PLANNERS

187167999

Events and Meeting Planners coordinate activities of staff to make arrangements for group meetings and conventions and consults with representatives of organizations to plan details, such as number of persons, display space desired, and food service schedule. Directs workers in preparing banquet and convention rooms and erecting displays and exhibits.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 11.99	\$10.46
New Hires, With Experience:	\$8.75 - 15.98	\$13.04
After Three Years With the Firm:	\$10.00 - 19.02	\$14.86

Average Weekly Hours: Most (70%) Event and Meeting Planners work full-time, 40 hours per week. Some (20%) work on a temporary or on-call basis, 15 hours per week and a few (8%) work on a seasonal basis, 25 hours per week.

Shifts: All (100%) employers report having day shifts. A few (5%) have swing and evening shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	53%	37%	11%
Dental Insurance:	32%	37%	26%
Vision Insurance:	26%	37%	37%
Life Insurance:	42%	26%	26%
Paid Sick Leave:	79%	0%	21%
Paid Vacation:	89%	0%	11%
Retirement Plan:	53%	21%	26%
Child Care:	16%	5%	79%
Other employers specified: Education Reimbursement, Complimentary Meals			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a high school diploma or equivalent. Some firms either require a bachelor degree (26%) or an associate degree (21%).

Training: Some (31%) firms accept one year of training as a substitute for work experience. Some (21%) require one year vocational training in catering, customer service, hotel and motel management, sales, food preparation, beverage management, or travel and tourism. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 205

Experience: Most (68%) firms require 1-3 years work experience as an Events and Meeting Planner. Many (50%) accept 1-2 years of experience in food and beverage management, advertising, sales, marketing, or travel and tourism.

Skills rated "very important:"

Customer service skills
 Oral communication skills
 Ability to work under pressure
 Detail oriented
 Ability to read and follow instructions
 Ability to plan, organize, and coordinate group activities
 Willingness to work nights, weekends, and holidays
 Knowledge of catering and food service
 Ability to hire and assign personnel
 Ability to work independently
 Ability to apply sales techniques
 Knowledge of vendors and suppliers
 Ability to manage an activity or department
 Knowledge of cost estimating

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Events/Meeting Planners**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

Others include: Job Fairs

Turnover: Moderately low, 9% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 69% female, 31% male

Where The Jobs Are:

Amusement Parks

Caterers

Convention and Tourist Bureaus

Hotels and Resorts

Museums and Art Galleries

Religious and Civic Organizations

Tour Operators

Employers' Employment Outlook: 19 employers responded, providing data representing 128 employees for this occupation.

9 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Events Coordinator, Planning Analyst, Events Planning Manager, Director of Convention Services, Director of Sales and Catering, Department Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Catering and Sales Managers/Coordinators, Convention Services Managers, Special Events Coordinators, Party Managers, Conference Coordinators/Managers, Director of Sales

Related Codes: DOT - 187.167-078, O*NET - 13-1121.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FINANCIAL MANAGERS

OES 130020

Financial Managers plan, organize, direct, control, or coordinate the financial activities of an organization. This includes managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$15.14 - 31.96	\$23.66
After Three Years With the Firm:	\$19.61 - 38.36	\$29.41

Average Weekly Hours: All (100%) Financial Managers work full-time, 43 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	63%	38%	0%
Dental Insurance:	56%	25%	13%
Vision Insurance:	50%	25%	25%
Life Insurance:	88%	0%	13%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	100%	0%	0%
Retirement Plan:	31%	31%	19%
Child Care:	6%	0%	88%

Other employers specified: 401-K Plan, Paid Holidays, Stock Options

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (81%) firms require a bachelor degree. A few (6%) require either an associate or graduate degree.

Training: All (100%) firms do not accept training as a substitute for work experience, however a few (13%) require 1-2 years vocational training in bookkeeping, computerized accounting, banking, underwriting, and new supervisor programs. Applicants with word processing, spreadsheet, financial database, and accounting software skills are preferred.

Education / Training Providers: See Appendix A, page 206

Experience: All (100%) firms require 3-5 years experience as a Financial Manager, usually within a particular industry such as banking, government, or insurance.

Skills rated "very important:"

Ability to use a computer in accounting applications
Oral communication skills
Report writing skills
Ability to work independently
Accounting skills
Budget analysis skills
Verbal presentation skills
Interpersonal skills
Business math skills
Customer service skills
Ability to plan and organize the work of others
Ability to read and comprehend information quickly
Knowledge of statistical analysis
Ability to hire and assign personnel

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Financial Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, In-House Promotion or Transfer

Turnover: Moderately low, 9% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 49% female, 51% male

Where The Jobs Are:

Financial Managers can be found in many industries such as:

Banks, Credit Unions, and Saving Institutions

Business Services

Car Dealerships

Construction

Credit Agencies

Financial Service and Mortgage Companies

Government

Hospitals and Medical Clinics

Hotels and Resorts

Insurance Companies

Public Relations Firms

Employers' Employment Outlook: 16 employers responded, providing data representing 53 employees for this occupation.

1 employer projects employment to grow, 14 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 950
Separations to 2006: 720
 *Total Openings: 1,670

New Job Growth Rate: 15.5%* Projected growth is slower than the county-wide average of 18.3%*.
 *7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Manager, Director of Finance, Vice President, Director of Revenue Accounting

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Branch Managers, Business Managers, Accounting Vice Presidents, Corporate Controllers, Division Controllers, Business Managers, Budget Managers, General Managers, Chief Financial Officers

Related Codes: DOT - 160.167-058, 161.117-010, 186.167-070, 186.167-086, 191.117-018, **O*NET** - 11-3031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FITNESS/WELLNESS COORDINATORS

077127999

Fitness/Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. They may also arrange health fairs, seminars, and workshops.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$7.50 - 47.95	\$25.00
After Three Years With the Firm:	\$12.00 - 47.95	\$30.00

Average Weekly Hours: Some (33%) Fitness/Wellness Coordinators either work full-time, 44 hours per week; part-time (39%) 20 hours per week; or on a temporary or on-call basis (25%) 14 hours per week.

Shifts: Almost all (91%) employers report having day shifts and many (45%) have swing shifts.

Fringe Benefits, Who Pays*

	Full-Time		Part-Time	
	<u>E'er Pays All</u>	<u>Not Provided</u>	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	10%	30%	10%	30%
Dental Insurance:	10%	30%	0%	40%
Vision Insurance:	0%	40%	0%	40%
Life Insurance:	0%	50%	0%	40%
Paid Sick Leave:	0%	40%	10%	30%
Paid Vacation:	0%	40%	10%	30%
Retirement Plan:	0%	40%	0%	40%
Child Care:	0%	60%	0%	40%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require an associate degree.

Training: Many (40%) firms accept 1-2 years training as a substitute for work experience. Many (45%) require six months to three years technical or vocational training as a Certified Fitness and Nutrition Instructor and are CPR certified. Applicants with word processing skills are preferred.

Education / Training Providers: See Appendix A, page 210

Experience: Almost all (82%) firms require 1-4 years work experience as a Fitness/Wellness Coordinator. Many (50%) accept six months to three years experience in health and fitness consulting, coaching, business, or other medical related occupations.

Skills rated "very important:"

Ability to read and follow instructions
 Verbal presentation skills
 Ability to motivate students
 Ability to work independently
 Maintain group discipline in an educational setting
 Ability to direct instructional activities
 Writing skills
 Ability to work under pressure
 Ability to organize fitness or wellness-training programs
 Ability to prepare lesson plans/outlines
 Ability to give individual instruction
 Ability to organize health fairs, seminars, and workshops
 Multi-cultural familiarity
 Ability to design classroom presentations

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		Insufficient
Not Difficult	X	Data
Few Employers Hire		

Job Market for: **Fitness/Wellness Coordinators**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Internet, Newspaper Advertisements, In-house promotion or transfer

Others include: Seminars and Workshops

Turnover: None reported

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 58% female, 42% male

Where The Jobs Are:

Civic and Social Associations
Exercise Gyms and Recreational Centers
Individual and Family Social Services
Health Management and Consulting Services
Offices and Clinics of Doctors
Schools and Educational Services

Employers' Employment Outlook: 11 employers responded, providing data representing 36 employees for this occupation.

7 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Program Director, Corporate Officer

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Wellness Coordinators, Facilitators, Motivators

Related Codes: DOT- Not available, O*NET - 25-1193.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

FOREIGN LANGUAGE AND LITERATURE TEACHERS, POSTSECONDARY

OES 312150

Foreign Language and Literature Teachers, Postsecondary teach courses in foreign (e.g., other than English) languages and literature.

WAGES AND BENEFITS

Hourly Wages

	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
Union:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$10.93 - 50.00	\$17.75
Union:	\$14.38 - 35.00	\$17.98
After Three Years With the Firm:	\$13.00 - 51.14	\$21.75
Union:	\$19.18 - 40.00	\$21.58

Average Weekly Hours: Most (77%) Foreign Language and Literature Teachers work part-time, 17 hours per week. Some (23%) work full-time, 37 hours per week.

Shifts: All (100%) employers report having day shifts and some (20%) have swing shifts.

Fringe Benefits, Who Pays*

	Full-Time <u>E'er Pays All</u>	Part-Time <u>E'er Pays All</u>
Medical Insurance:	53%	40%
Dental Insurance:	47%	33%
Vision Insurance:	47%	33%
Life Insurance:	47%	33%
Paid Sick Leave:	53%	40%
Paid Vacation:	40%	33%
Retirement Plan:	53%	47%
Child Care:	7%	7%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a graduate degree. Many (40%) require a bachelor degree.

Training: Almost all (86%) firms do not accept training as a substitute for work experience and (93%) do not require technical or vocational training. However applicants with word processing, database, and PowerPoint software skills are preferred.

Education / Training Providers: See Appendix A, page 211

Experience: Almost all (93%) firms require 1-3 years work experience as a Foreign Language and Literature Teacher. Almost all (92%) do not accept other occupational experience.

Skills rated "very important:"

Classroom management skills
 Ability to evaluate student performance
 Foreign language writing and grammar skills
 Ability to handle crisis situations
 Ability to work independently
 Ability to organize language-training programs
 Verbal presentation skills
 Knowledge of foreign cultures
 Ability to direct instructional activities
 Ability to motivate students
 Ability to prepare lesson plans/outlines
 Writing skills
 Ability to give individual instruction
 Ability to design classroom presentations

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Foreign Language and Literature Teachers**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Colleges and Universities

Others include: Employee Referrals

Turnover: Moderately low, 6.3% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates
67% female, 33% male

Where The Jobs Are:

Colleges and Universities
Elementary and Secondary Schools
Language Schools

Employers' Employment Outlook: 15 employers responded, providing data representing 255 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 60
Separations to 2006: 50
*Total Openings: 110

New Job Growth Rate: 26.1%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: School Administrator, School Registrar, Director of Studies, Academic Dean, Department Chair, Department Director, Faculty Coordinator

Unionization/Collective Bargaining: Yes, 20% of employers and 43% of employees were unionized.

Alternate Job Titles: Foreign Language Instructors, Language Teachers, Lecturers, Professors

Related Codes: DOT - 090.227-010, O*NET - 25-1124.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GENERAL OFFICE CLERKS

OES 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 9.00	\$8.00
Union:	- - - Insufficient Data	- - -
New Hires, With Experience:	\$9.00 - 12.00	\$10.00
Union:	\$7.48 - 14.00	\$10.33
After Three Years With the Firm:	\$10.00 - 17.00	\$14.00
Union:	\$10.25 - 15.00	\$11.30

Average Weekly Hours: Many (57%) General Office Clerks work full-time, 41 hours per week. Some (43%) work temporary or on a on-call basis, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	87%	7%	7%
Dental Insurance:	87%	0%	13%
Vision Insurance:	67%	13%	20%
Life Insurance:	47%	7%	47%
Paid Sick Leave:	80%	0%	20%
Paid Vacation:	80%	0%	20%
Retirement Plan:	47%	0%	53%
Child Care:	7%	0%	93%

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (77%) firms accept six months training as a substitute for work experience. Many (40%) require six months technical training, including data entry, computer, and clerical training. Applicants with spreadsheet, word processing, and e-mail software skills are preferred. Employers reported using the following software applications: Microsoft Word, Excel, Access, PowerPoint, GroupWise, and Winfax.

Education / Training Providers: See Appendix A, page 214

Experience: Most (60%) firms do not require, but prefer 6-12 months work experience as a General Office Clerk. Most (69%) accept 6-12 months experience as a receptionist or in other clerical positions.

Skills rated "very important:"

Oral communication skills
Customer service skills
Interpersonal skills
Ability to work independently
Ability to answer telephone calls
Public contact skills
Ability to provide administrative support
Ability to maintain records and files
Knowledge of correct grammar, punctuation, and spelling
Ability to work under pressure
Data entry skills
Ability to operate copy and other business machines
Alpha numeric filing skills
Word processing/typing skills
Ability to do routine repetitive work
Ability to sit for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **General Office Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

Turnover: Moderately low, 10.0% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 78% female, 22% male

Where The Jobs Are:

Banks
Car Dealers
Civic and Social Associations
Colleges and Universities
Doctor and Dentist Offices
Government
Hospitals
Law Offices
Schools
Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 82 employees for this occupation.

8 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 5,340
Separations to 2006: 6,480
*Total Openings: 11,820

New Job Growth Rate: 17.5%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Clerk, Office Manager, Office Assistant, Administrative Assistant, Underwriter, Executive Manager (supervisory position)

Unionization/Collective Bargaining: Yes, 27% of employers and 20% of employees were unionized.

Alternate Job Titles: Administrative Clerks, Clerical Assistants, Administrative Support Clerks

Related Codes: DOT - 209.562-010, 239.567-010,
O*NET - 43-9061.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

GRAPHIC ART DESIGNER

141061996

Graphic Art Designers apply extensive training in the theory and practice of graphic design to produce visually appealing material used for advertising, promotional, publishing, or communication purposes.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 10.00	\$8.92
New Hires, With Experience:	\$8.52 - 16.78	\$12.87
After Three Years With the Firm:	\$12.00 - 20.00	\$16.78

Average Weekly Hours: Almost all (98%) Graphic Art Designers work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	63%	13%	19%
Dental Insurance:	19%	13%	63%
Vision Insurance:	13%	19%	63%
Life Insurance:	6%	6%	81%
Paid Sick Leave:	94%	0%	0%
Paid Vacation:	88%	0%	6%
Retirement Plan:	0%	19%	63%
Child Care:	0%	0%	88%
Other employers specified: Profit Sharing			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (44%) firms require a high school diploma or equivalent. Some (31%) require an associate degree or a bachelor degree (25%).

Training: Many (50%) firms accept 1-2 years training as a substitute for work experience. Almost all (88%) require 1-2 years technical training in graphic art design, digital imaging, or computer aided design. Applicants with graphic design/layout software skills are preferred. Employers reported using the following graphic art software applications: Adobe Illustrator, Coral Draw, Gerber Composer, MacroMedia, PageMaker, Paintshop, Photoshop, Quark Express, and Streamline.

Education / Training Providers: See Appendix A, page 215

Experience: Almost all (81%) firms require 1-3 years work experience as a Graphic Art Designer. Most (79%) accept 1-3 years experience in Electronic or Traditional Artistry, Web Design, Computer Graphics Design, Editing, or Advertising Agency experience.

Skills rated "very important:"

Ability to use computer design/graphics technology/software
 Ability to be multi-task orientated and meet deadlines
 Ability to read and follow instructions
 Ability to do detailed precision work
 Good color vision
 Ability to apply creativity to graphics
 Knowledge of page layout and design
 Ability to use software to generate new images
 Ability to work on a team
 Knowledge of print, electronic, and film media
 Ability to concentrate for long periods of time
 Ability to locate images on the Internet
 Knowledge of multimedia and web technology

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult	X	X
Few Employers Hire		

Job Market for: **Graphic Art Designers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Colleges and Universities

Others include: Employee Referrals

Turnover: Moderate, 12.5% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 67% male, 33% female

Where The Jobs Are:

Advertising Agencies
Commercial Art and Graphic Design Studios
Internet Site Design Companies
Newspapers, Publishing, and Printing
Television Broadcasting
Temporary Placement Services

Employers' Employment Outlook: 16 employers responded, providing data representing 46 employees for this occupation.

11 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Art Director, Creative Director, Digital Imaging Specialist, Senior Graphic Artist

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Graphic Artists, Graphic Designers

Related Codes: DOT - 141.061-018, 141.061-022, 979.382-018, O*NET – 27-1013.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HAND PACKERS AND PACKAGERS

OES 989020

Hand Packers and Packagers pack or package by hand a wide variety of products and materials. Does not include workers whose jobs require more than minimum training.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 6.50	\$6.00
New Hires, With Experience:	\$5.75 - 8.00	\$6.50
After Three Years With the Firm:	\$6.50 - 9.50	\$7.13

*Combined union and non-union wages

Average Weekly Hours: Many (57%) Hand Packers and Packagers work on a temporary or on-call basis. A few (19%) work full-time or on a seasonal basis, (18%) at 40 hours per week.

Shifts: All (100%) employers report having day shifts. Some (25%) also have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	21%	21%	7%
Dental Insurance:	21%	14%	7%
Vision Insurance:	7%	21%	7%
Life Insurance:	21%	14%	0%
Paid Sick Leave:	29%	0%	0%
Paid Vacation:	43%	0%	0%
Retirement Plan:	14%	0%	21%
Child Care:	0%	0%	0%

Other employers specified: 401-K Plan, Paid Holidays, Profit Sharing, Education Reimbursement,

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (69%) firms hire those with less than a high school education. Some (31%) require a high school diploma or equivalent.

Training: Some (25%) firms accept training as a substitute for work experience. All (100%) do not require vocational training.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Most (75%) firms do not require related work experience. Responding employers report rarely hiring experienced applicants.

Skills rated "very important:"

Ability to perform accurate work
 Ability to stand continuously for two or more hours
 Ability to work under pressure
 Ability to read and follow instructions
 Oral communication skills
 Good hand-eye coordination
 Ability to work independently
 Knowledge of shipping and labeling procedures
 Ability to write legibly
 Ability to use cutting tools
 Willingness to work with close supervision
 Willingness to work nights, weekends, and holidays
 Ability to read manifests
 Possession of a valid drivers license
 Knowledge of packing and wrapping procedures/materials
 Knowledge of safe working procedures

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hand Packers and Packagers**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements

Others include: Private Employment Agencies, Radio Advertisements

Turnover: Very low, 5% in the past 12 months.

A few employers report high turnover due to the seasonal nature of their business.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 48% female, 52% male

Where The Jobs Are:

Agricultural Production
Business Services
Grocery Stores
Manufacturing Companies
Newspapers and Book Publishers
Printing Services
Temporary Agencies
Trucking and Courier Services

Employers' Employment Outlook: 16 employers provided data to develop this profile.

8 project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 2,150
Separations to 2006: 1,350
*Total Openings: 3,500

New Job Growth Rate: 32%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Packers, Shippers, Assembler Packers, Production Workers

Related Codes: DOT - 529.687-022, 920.587-018, 920.687-134,
O*NET - 53-7064.00

Promotional Opportunities: Shipper, Supervisor, Checker, Driver, Sales Representative, Crew Leader, Materials Handler, Manager

Unionization/Collective Bargaining: Yes. 19% of employers and 5% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HAZARDOUS MATERIALS REMOVAL WORKERS

OES 878030

Hazardous Materials Removal Workers remove, pack, transport, and/or dispose of hazardous materials, including asbestos, waste fuel, contaminated soil, etc. Specialized training and certification in hazardous materials handling and/or a confined entry permit is generally required.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.50 - 14.61	\$10.00
New Hires, With Experience:	\$10.00 - 15.00	\$12.00
After Three Years With the Firm:	\$12.00 - 18.00	\$14.76

*Combined union and non-union wages

Average Weekly Hours: Almost all (97%) Hazardous Materials Removal Workers work full-time, 42 hours per week.

Shifts: All (100%) employers report having day shifts. A few (7%) also have swing and graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Employee Pays All</u>
Medical Insurance:	87%	13%	0%
Dental Insurance:	53%	20%	27%
Vision Insurance:	47%	20%	33%
Life Insurance:	47%	13%	40%
Paid Sick Leave:	60%	0%	40%
Paid Vacation:	87%	0%	13%
Retirement Plan:	47%	7%	40%
Child Care:	0%	0%	100%

Other employers specified: Company Provided Protection Gear

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require a bachelor degree.

Training: Most (64%) firms accept training as a substitute for work experience. Most (60%) require technical training. All firms provide training and applicants are required to take the OSHA 40 hour "Hazwopper" course and must be certified by the state before starting work. Eight hour refresher courses are provided to all Hazardous Waste Handlers annually.

Education / Training Providers: See Appendix A, page 215

Experience: Most (67%) firms do not require prior related work experience, but prefer 6-36 months experience as a Hazardous Materials Removal Worker. Some (36%) accept applicants with 9-24 months experience as Hazardous Waste Technician or Field Chemist.

Skills rated "very important:"

Completion of hazardous waste handlers course
 Record keeping and documentation skills
 Ability to read and follow instructions
 Knowledge of cleanup, decontamination, and disposal procedures
 Ability to apply principles of hazardous and toxic waste disposal
 Knowledge of containment procedures
 Knowledge of public health and safety procedures
 Oral communication skills
 Ability to work independently
 Interpersonal and customer service skills
 Knowledge of spill prevention procedures
 Knowledge of government rules and regulations

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Hazardous Materials Removal Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements

Others include: Internet, Trade Journals, In House Promotion or Transfer

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 7% female, 93% male

Where The Jobs Are:

Electronic Manufacturing
Environmental Cleanup Services
Federal Government (U.S. Military)
Hazardous Waste Handling and Disposal Services
Landfill Operations
Local Government
Local Ship Building and Repair
Waste Collection and Disposal Services

Employers' Employment Outlook: 15 employers provided data to develop this profile.

3 project employment to grow and 12 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 50
Separations to 2006: 50
*Total Openings: 100

New Job Growth Rate: 17.9%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Waste Technicians, Hazardous Materials Handlers, Environmental Service Workers, Environmental Field Technicians, Chemical Logistics Operators, Shop Workers, Asbestos Abatement Workers, Hazardous Waste Technicians, Environmental Safety Technicians, Environmental Health Specialists, Hazardous Waste Handlers/Disposers

Related Codes: DOT - 029.261-014, 168.267-086, 869.684-082, 955.383-010, **O*NET** - 47-4041.00

Promotional Opportunities: Lead Handler, Field Technician II, Foreman, Supervisor, Field Chemist, Environmental Health Supervisor, Estimator, Driver

Unionization/Collective Bargaining: Yes. 13% of employers and 6% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

OES 859020

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$8.00 - 9.59	\$8.25
New Hires, With Experience:	\$10.00 - 17.98	\$13.00
After Three Years With the Firm:	\$14.00 - 20.00	\$18.00

*Combined union and non-union wages
Some employers may also pay a bonus.

Average Weekly Hours: Almost all (98%) Heating, Air Conditioning, and Refrigeration Mechanics work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	E'er Pays All	Shared Cost	Not provided
Medical Insurance:	76%	18%	6%
Dental Insurance:	47%	12%	41%
Vision Insurance:	24%	6%	71%
Life Insurance:	41%	0%	53%
Paid Sick Leave:	47%	6%	47%
Paid Vacation:	82%	6%	6%
Retirement Plan:	24%	6%	53%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Long-Term Disability			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (94%) firms require a high school diploma or equivalent.

Training: Many (53%) firms accept technical training as a substitute for work experience. Applicants with 12-24 months HVAC training are preferred. Most (65%) require vocational training. Some provide 3-12 months on-the-job training and a few provide four year apprenticeship programs.

Education / Training Providers: See Appendix A, page 216

Experience: Many (59%) firms require 2-5 years related work experience. Many (41%) prefer, but do not require, related work experience. Some (31%) accept experience as a Plumber, Electrician, or Air Conditioning Trade Worker.

Skills rated "very important:"

Possession of mechanical aptitude
Knowledge of heating, air conditioning, and refrigeration systems
Possession of a valid drivers license
Ability to work independently
Troubleshooting skills
Ability to work on a team
Knowledge of safe working practices and safety gear
Ability to read and follow instructions
Ability to work under pressure and meet deadlines
Ability to use hand tools and power tools
Oral communication skills
Ability to work from ladders or scaffolds
Ability to lift 50 pounds
Ability to read and interpret blueprints
Knowledge of shop mathematics
Ability to stand continuously for two or more hours

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Heating, Air Conditioning, and Refrigeration Mechanics**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Others include: Internet, School or Program Referrals, Private Employment Agencies

Turnover: Moderate, 11% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 3% female, 97% male

Where The Jobs Are:

Heating and Air Conditioning Contractors
Heating and Refrigeration Repair

Employers' Employment Outlook: 17 employers provided data to develop this profile.

12 project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 330
Separations to 2006: 200
*Total Openings: 530

New Job Growth Rate: 23.6%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Heating and Air Conditioning Technicians/ Mechanics, Service Technicians/Installers, Journey Level Technicians

Related Codes: DOT - 637.261-014, 637.361-010, 637.381-014, 637.664-010, 827.261-026, **O*NET** - 49-9021.00

Promotional Opportunities: Lead Technician/Installer, Foreman, Supervising Technician, Sales/Service Manager

Unionization/Collective Bargaining: Yes. 12% of employers and 11% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HOME HEALTH AIDES

OES 660110

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patient such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, and grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 8.00	\$7.25
New Hires, With Experience:	\$7.50 - 10.00	\$8.25
After Three Years With the Firm:	\$7.50 - 12.00	\$9.63

Average Weekly Hours: Some (35%) Home Health Aides work on a temporary or on-call basis, 18 hours per week or full-time, (32%) 40 hours per week. A few (18%) work part-time, 17 hours per week.

Shifts: All (100%) have day shifts. Almost all (88%) have either swing, graveyard, or 24 hour care. Employees can be classified as live-ins.

Fringe Benefits, Who Pays*

Full-Time Employees

	Employer Pays All	Shared Cost	Not Provided
Medical Insurance:	7%	29%	57%
Dental Insurance:	7%	21%	71%
Vision Insurance:	7%	7%	79%
Life Insurance:	7%	0%	86%
Paid Sick Leave:	14%	0%	86%
Paid Vacation:	14%	0%	79%
Retirement Plan:	0%	7%	79%
Child Care:	0%	0%	100%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a high school diploma or equivalent. Some (38%) hire those with less than a high school diploma.

Training: Most (70%) firms do not accept training as a substitute for work experience. Many (50%) require 3-9 months vocational training in medical or physical therapy. Some (31%) require applicants to possess either a Certified Nursing Assistant Certificate (CNA) or a Home Health Care Certificate.

Education / Training Providers: See Appendix A, page 216

Experience: Many (50%) firms require 1-2 years work experience as a Home Health Aide. Many (50%) accept 3-12 months experience in Physical Therapy, Nursing, or related health care occupations.

Skills rated "very important:"

Oral communication skills
 Interpersonal skills
 Knowledge of patient and personal care procedures
 Ability to apply sanitation practices
 Ability to prepare meals and feed patients
 Physical ability to lift and move patients
 Ability to handle crisis situations
 Ability to work independently
 Ability to work with persons with mental disabilities/illnesses
 Willingness to work nights, weekends, and holidays
 Ability to provide housekeeping services
 Knowledge of geriatric care
 Ability to take vital signs

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Home Health Aides**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, School and Program Referrals, Employee Referrals

Others include: Word of Mouth, Career Centers, Job Fairs, Television Advertisements

Turnover: Moderate, 17.7% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 92% female, 8% male

Where The Jobs Are:

Home Health Care Services
Individual and Family Services
Temporary Placement Services
Residential Care Providers

Employers' Employment Outlook: 16 employers responded, providing data representing 1,116 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 790
Separations to 2006: 400
*Total Openings: 1,190

New Job Growth Rate: 21%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Certified Nursing Assistant, Inner Office Clerk, Home Health Aide II, III

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Care Providers, Health Care Aides I, II, III, Care Givers, Personal Aides, Certified Home Health Care Aides, Personal Care Attendants

Related Codes: DOT - 354.377-014, O*NET - 25-1124.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

HOTEL DESK CLERKS

OES 538080

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.00 - 8.00	\$7.50
New Hires, With Experience:	\$7.00 - 8.82	\$7.75
After Three Years With the Firm:	\$8.00 - 10.00	\$9.00

Average Weekly Hours: Almost all (89%) Hotel Desk Clerks work full-time, 39 hours per week. A few (10%) work part-time, 21 hours per week.

Shifts: All (100%) employers report having day shifts. Almost all (83%) also have swing and many (48%) have graveyard shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	26%	65%	9%
Dental Insurance:	26%	43%	13%
Vision Insurance:	26%	26%	43%
Life Insurance:	43%	26%	22%
Paid Sick Leave:	48%	17%	35%
Paid Vacation:	74%	17%	9%
Retirement Plan:	22%	52%	26%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan, Benefit Room Nights, Daily Meal Allowance, Stock Options			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Some (37%) firms accept 6-12 months training as a substitute for work experience. Almost all (87%) do not require vocational training. Applicants with industry database and word processing computer software skills are preferred.

Education / Training Providers: See Appendix A, page 217

Experience: Most (78%) firms do not require, but prefer related work experience. Most (68%) accept 6-12 months experience in customer service. Responding employers report rarely hiring experienced applicants.

Skills rated "very important:"

Customer service skills
 Oral communication skills
 Dedication to being well groomed/professional appearance
 Ability to work on a team
 Willingness to work nights, weekends, and holidays
 Ability to work under pressure
 Ability to stand continuously for two or more hours
 Ability to read and follow instructions
 Cash handling skills
 Ability to work independently
 Basic math skills
 Familiar with local tourist attractions and restaurants
 Record keeping skills
 Willingness to work with close supervision
 Interpersonal skills
 Ability to speak a second language

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		
Not Difficult		X
Few Employers Hire	X	

Job Market for: **Hotel Desk Clerks**

Experienced Applicants: **Very competitive job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer

Others include: Walk-In Applicants, Colleges and Universities, Job Postings

Turnover: High, 41% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 63% female, 37% male

Where The Jobs Are:

Hotels

Motels

Resorts and Spas

Employers' Employment Outlook: 23 employers provided data to develop this profile.

2 project employment to grow and 21 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 290
Separations to 2006: 580
*Total Openings: 870

New Job Growth Rate: 14.8%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Front Desk Agents/Clerks, Guest Service Agents/Representatives, Guest Relations Agents

Related Codes: DOT - 238.367-038, O*NET - 43-4081.00

Promotional Opportunities: Front Desk Supervisor, Guest Services Manager, Front Office Manager, Sales Representative, Concierge, Shift Leader, Catering Manager, Night Auditor, Accounting Manager, Human Resource Assistant

Unionization/Collective Bargaining: Yes. 13% of employers and 12% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERIOR DESIGNERS

OES 340410

Interior Designers plan, design, and furnish interior environments of residential, commercial, or industrial buildings. They formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. Interior Designers may specialize in a particular field, style, or phase of interior design. Does not include Merchandise Display Designers.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$8.50 - 19.18	\$12.25
New Hires, With Experience:	\$8.52 - 20.00	\$14.38
After Three Years With the Firm:	\$12.79 - 30.00	\$19.00

*Employers reported also paying commissions.

Average Weekly Hours: Almost all (97%) Interior Designers work full-time, 43 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	31%	31%
Dental Insurance:	0%	69%
Vision Insurance:	8%	85%
Life Insurance:	8%	85%
Paid Sick Leave:	77%	15%
Paid Vacation:	85%	8%
Retirement Plan:	31%	62%
Child Care:	0%	92%
Other employers specified: Bonuses		

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (77%) firms require a bachelor degree and a few (15%) require an associate degree or a high school diploma (8%).

Training: Most (60%) firms accept 1-2 years training as a substitute for work experience. Many (54%) require 1-2 years technical or vocational training, including: Certification as an Architect, Interior Design School, and training on CAD drafting software. Applicants with word processing, spreadsheet, PowerPoint, and CAD drafting software skills are preferred.

Education / Training Providers: See Appendix A, page 217

Experience: Many (54%) firms require 1-3 years work experience as a Interior Designer. Most (60%) accept 1-3 years experience in architecture, sales, art, and design.

Skills rated "very important:"

Ability to use creativity in designing interior spaces
Verbal and visual presentation skills
Ability to meet deadlines
Oral communication skills
Knowledge of layout and design
Good color perception
Ability to read blueprints and working drawings
Customer service skills
Knowledge of lighting and architectural details
Knowledge of artistic products and services
Ability to work independently
Possession of own vehicle
CAD drafting skills
Record keeping skills
Knowledge of building materials
Cost estimating skills
Interior lighting design skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Interior Designers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Others include: Word of Mouth, Internet, School and Program Referrals

Turnover: Moderately high, 29% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 85% female, 15% male

Where The Jobs Are:

Architectural Design Firms

Furniture Retailers

Interior Design Firms

Employers' Employment Outlook: 13 employers responded, providing data representing 39 employees for this occupation.

6 employers project employment to remain stable and 7 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 320
Separations to 2006: 110
*Total Openings: 430

New Job Growth Rate: 32.7%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Interior Designer, Project Manager, Senior Space Planner

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Interior Architects, Floor Decorators, Space Planners

Related Codes: DOT - 142.051-014, O*NET - 27-1025.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERNET WEB SITE DESIGNERS/DEVELOPERS (WEBMASTERS)

031064999

Internet Web Site Designers/Developers (Webmasters) are responsible for managing the content of an organization's Internet web site. Usually using specialized software, they create, design and maintain web pages to communicate an organization's message to Internet users.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.64 - 30.00	\$15.00
New Hires, With Experience:	\$11.51 - 30.00	\$19.18
After Three Years With the Firm:	\$16.78 - 50.00	\$32.36

Average Weekly Hours: Most (97%) Internet Web Site Designers work full-time, 44 hours per week. A few (3%) work part-time, 23 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	80%	13%	7%
Dental Insurance:	80%	13%	7%
Vision Insurance:	47%	7%	47%
Life Insurance:	33%	0%	67%
Paid Sick Leave:	93%	0%	7%
Paid Vacation:	93%	0%	7%
Retirement Plan:	7%	47%	47%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (47%) firms require a high school diploma or equivalent. Some firms either require an associate degree (33%) or a bachelor degree (20%).

Training: Some (21%) firms accept eight months of training as a substitute for work experience. Employers prefer applicants with knowledge of the following software applications: Adobe Photoshop, Broadvision, Cold Fusion, C++, Delphi, DHTML, HTML, Flash, Java Script, Oracle, PERL, VB Script, and XML Programming

Education / Training Providers: See Appendix A, page 217

Experience: Most (73%) firms require 1-2 years work experience as a Internet Web Site Designer or Web Master. Some (31%) accept 1-2 years experience as a Computer Programmer.

Skills rated "very important:"

Web site design and editing skills
Ability to create and edit hypertext markup
Ability to read and follow instructions
Ability to work under pressure and meet deadlines
Knowledge of Adobe Illustrator/Photoshop and Quark Express
Ability to work independently
Ability to design computer graphic images
Knowledge of Windows and Mac platforms
Knowledge of download time, bandwidth, and Internet browsers
Creativity
Knowledge of Internet protocols
Interpersonal skills
Customer service skills
Oral communication skills
Interface design skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Internet Web Site Designers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Others include: Job Fairs, Referrals from other web companies, Networking Events

Turnover: High, 42% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 29% female, 71% male

Where The Jobs Are:

Advertising Agencies
Computer Programming Services
Internet Web Design Companies
Management Consulting Services
Television and Radio Stations

Employers' Employment Outlook: 15 employers responded, providing data representing 147 employees for this occupation.

All 15 employers project employment to grow over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Web Applications Director, Project Leader, System Administrator, Design Coordinator, Flash Director, Project Manager, Production Supervisor, Creative Director, Senior Web Developer, Senior Applications Developer

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Application Developer Artists, Graphic Designers, Web Programmers, HTML Programmers, Creative Designers

Related Codes: Not available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

INTERPRETERS, SIGN LANGUAGE

137267998

Interpreters, Sign Language, provide translation between spoken and manual (sign language) communication. Translates spoken material into sign language for understanding of deaf. Interprets sign language of deaf into oral or written language for hearing individuals or others not conversant in sign language. May translate television news and other broadcasts for deaf viewers.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	- - -Insufficient Data - - -	
New Hires, With Experience:	\$12.05 - 22.00	\$18.00
After Three Years With the Firm:	\$12.05 - 26.00	\$24.00

*Combined union and non-union wages

Average Weekly Hours: Many Sign Language Interpreters (51%) work on a temporary or on-call basis, 15 hours per week or part-time, (44%) 23 hours per week. A few (5%) work full-time, 38 hours per week.

Shifts: Almost all (89%) employers report having day shifts and most (78%) have evening shifts.

Fringe Benefits, Who Pays*

	Part Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	0%	11%	56%
Dental Insurance:	0%	11%	56%
Vision Insurance:	0%	11%	56%
Life Insurance:	0%	0%	67%
Paid Sick Leave:	11%	0%	56%
Paid Vacation:	11%	0%	56%
Retirement Plan:	0%	0%	56%
Child Care:	0%	0%	67%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many firms require either a high school diploma or equivalent (44%) or an associate degree (44%).

Training: Some (22%) firms accept training as a substitute for work experience. Employers require certification by the National Association of the Deaf (NAD) or Registered Interpretory for the Deaf (RID).

Education / Training Providers: See Appendix A, page 221

Experience: Almost all (89%) firms require 1-2 years related work experience. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important:"

Ability to use and interpret American Sign Language (ASL)

Ability to Sign Exact English (SEE)

Ability to work independently

Willingness to work part-time, on-call, work nights, weekends, or holidays

Ability to pay attention to detail

English grammar and spelling skills

Ability to work as part of a team

Ability to work under pressure

Verbal communication and presentation skills

Ability to perform routine repetitive work

Ability to read and follow instructions

Oral communication skills

Problem solving skills

Multi-cultural familiarity

Possession of a reliable vehicle and drivers license

Interpersonal skills

Ability to work with adolescents

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Sign Language Interpreters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Employee Referrals, Walk-In Applicants

Others include: School and Program Referrals, Networking with the Deaf Community

Turnover: Moderately low, 6% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 75% female, 25% male

Where The Jobs Are:

Community Based Social Organizations

Interpreting Services

Selected Community Colleges

Selected High School Districts

Selected Colleges and Universities

Employers' Employment Outlook: 9 employers provided data to develop this profile.

2 project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Alternate Job Titles: Interpreters for the Hearing Impaired/Deaf, Translators for the Deaf

Related Codes: DOT - 137.267-014, O*NET - Not available

Promotional Opportunities: Lead Interpreter, Supervisor, Sign Language Trainer

Unionization/Collective Bargaining: Yes. 11% of employers and 2% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LICENSED VOCATIONAL NURSES

OES 325050

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$11.00 - 13.00	\$11.86
New Hires, With Experience:	\$11.00 - 15.30	\$12.50
After Three Years With the Firm:	\$13.50 - 18.71	\$16.00

*Combined union and non-union wages

Average Weekly Hours: Most (75%) Licensed Vocational Nurses work full-time, 40 hours per week. Some (24%) work part time, 20 hours per week.

Shifts: All (100%) employers report having day shifts. Most (73%) have swing shifts, and (27%) report graveyard or evening shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	20%	73%	0%
Dental Insurance:	20%	53%	7%
Vision Insurance:	7%	47%	20%
Life Insurance:	13%	53%	13%
Paid Sick Leave:	100%	0%	0%
Paid Vacation:	100%	0%	0%
Retirement Plan:	13%	60%	13%
Child Care:	0%	7%	93%
Other employers specified: Long-Term Disability, Tuition Reimbursement, Scholarships			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Some firms either require a bachelor degree, (33%) an associate degree, (33%) or a high school diploma or equivalent (33%).

Training: Some (27%) accept one year training as a substitute for work experience. Many (53%) require 1-2 years vocational training. Nursing programs contain at least 1,530 hours of study and practice. California law requires that Licensed Vocational Nurses be licensed by the Vocational Nurses and Psychiatric Technician Examiners, Department of Consumer Affairs. Applicants with word processing and database software skills are preferred.

Education / Training Providers: See Appendix A, page 221

Experience: Many (53%) firms require six months to two years of work experience as a Licensed Vocational Nurse. Many (50%) accept 1-2 years experience in long-term care facilities, acute medical surgery, or as a Certified Nursing Assistant.

Skills rated "very important:"

Ability to take and interpret vital signs
 Ability to read and follow instructions
 Ability to give injections
 Oral communication skills
 Patient observation skills
 Ability to provide personal services to patients
 Ability to handle crisis situations
 Ability to write effectively
 Ability to work independently
 Physical strength to lift patients
 Knowledge of asepsis
 Knowledge of blood withdrawal
 Knowledge of patient transferring techniques
 Record keeping skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Licensed Vocational Nurses**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer

Turnover: Moderately low, 9% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 88% female, 12% male

Where The Jobs Are:

Doctors' Offices
Home Health Care Services
Hospitals
Medical Offices and Clinics
Nursing and Special Care Facilities
Temporary Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 506 employees for this occupation.

6 employers project employment to grow, 8 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 480
Separations to 2006: 980
*Total Openings: 1,460

New Job Growth Rate: 7.5%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: LVN II, III, IV, House Supervisor, Shift Supervisor, Facility Manager, Registered Nurse, Floor Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 20% of employees were unionized.

Alternate Job Titles: Nurse Specialists, Charge Nurses

Related Codes: DOT - 079.374-014, O*NET - 29-2061.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

LOAN AND CREDIT CLERKS

OES 531210

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Does not include Loan Interviewers.

WAGES AND BENEFITS

Hourly Wages

	Range	Median
New Hires, No Experience:	\$6.25 - 10.00	\$8.75
New Hires, With Experience:	\$7.50 - 12.72	\$10.00
After Three Years With the Firm:	\$9.00 - 15.14	\$12.50

Average Weekly Hours: Almost all (91%) Loan and Credit Clerks work full-time, 40 hours per week. A few (9%) work part-time, 24 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	E'er Pays All	Shared Cost	E'ee Pays All
Medical Insurance:	53%	35%	0%
Dental Insurance:	53%	29%	6%
Vision Insurance:	47%	24%	6%
Life Insurance:	53%	24%	6%
Paid Sick Leave:	76%	12%	0%
Paid Vacation:	82%	12%	0%
Retirement Plan:	59%	12%	12%
Child Care:	12%	0%	6%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Almost all (88%) firms do not require vocational training. Some (24%) accept 3-6 months Mortgage Banking training as a substitute for work experience. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

Education / Training Providers: See Appendix A, page 222

Experience: Almost all (82%) firms do not require related work experience, but prefer applicants with 6-12 months prior experience as a Loan or Credit Clerk. Most (71%) do not accept other occupational experience.

Skills rated "very important:"

Ability to read and follow instructions
Oral communication skills
Interpersonal and customer service skills
Ability to pay attention to detail
Telephone answering skills
Ability to check loan applications for accuracy
Ability to work under pressure and meet deadlines
Ability to keep accurate records
Ability to work independently
Ability to interview others for information
Organizational skills
Ability to perform routine repetitive work
Ability to write legibly
Basic math skills
Interpersonal skills
Ability to work on a team

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Loan and Credit Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer

Others include: Private Employment Agencies, Internet, Colleges and Universities, Walk-In Applicants

Turnover: Moderate, 18% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 77% female, 23% male

Where The Jobs Are:

Commercial Banks
Loan Brokers
Mortgage Bankers
Real Estate Agents
Savings and Loans

Employers' Employment Outlook: 17 employers provided data to develop this profile.

7 project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 210
*Total Openings: 430

New Job Growth Rate: 8%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Loan Administrators, Loan Processors, Credit Analysts, Information Processors, Note Processors, Financial Service Specialists, Visa Coordinators, Loan Assistants, Professional Financial Representatives

Related Codes: DOT - 205.367-022, 249.362-018, 249.362-018, 249.362-038, O*NET - 43-4131.00, 43-4041.00

Promotional Opportunities: Processing Supervisor, Loan Officer, Underwriter, Operations Supervisor, Financial Services Manager, Credit Analyst

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MAINTENANCE REPAIRERS - GENERAL UTILITY

OES 851320

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

WAGES AND BENEFITS

Hourly Wages

	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$7.00 - 14.38	\$9.00
After Three Years With the Firm:	\$8.00 - 18.13	\$12.00

Average Weekly Hours: Most (78%) General Utility Maintenance Repairers work full-time, 40 hours per week; and some (21%) work on a seasonal basis, 25 hours per week.

Shifts: All (100%) employers report having day shifts, many (41%) have swing shifts, and a few (18%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	56%	38%	6%
Dental Insurance:	56%	25%	13%
Vision Insurance:	31%	25%	38%
Life Insurance:	38%	19%	38%
Paid Sick Leave:	69%	6%	25%
Paid Vacation:	81%	13%	6%
Retirement Plan:	38%	19%	44%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (82%) firms require a high school diploma or equivalent.

Training: Almost all (81%) firms do not accept training as a substitute for work experience. Many (41%) require 6-9 months technical or vocational training in various mechanical occupations and on-the-job training is often provided. Applicants with knowledge of basic computer software are preferred.

Education / Training Providers: See Appendix A, page 222

Experience: Almost all (94%) firms require 1-2 years work experience as a Maintenance Repairer. Most (67%) accept six months to two years experience in maintenance related occupations, such as Painters, Plumbers, Electricians, Machinists, and Heating Air Conditioning Mechanics.

Skills rated "very important:"

Ability to work independently
 Ability to read and follow instructions
 Ability to work on a team
 Ability to operate hand and power tools
 Knowledge of safety procedures
 Ability to meet deadlines
 Troubleshooting skills
 Customer service skills
 Minor plumbing skills
 Ability to read service/repair manuals
 Ability to lift 50 pounds
 Minor electrical repair skills
 Ability to manage building maintenance projects
 Heating and air conditioning repair skills
 Minor carpentry skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Maintenance Repairers, General Utility**
Experienced Applicants: **No competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, In-House Promotion or Transfer, Employee Referrals

Turnover: Moderately low, 9.6% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 94% male, 6% female

Where The Jobs Are:

Airports
Apartment Complexes
Colleges, Schools, and Universities
Convention Facilities
Government Buildings
Hospitals
Office Buildings
Real Estate Operators and Managers
Retirement Facilities
Sports Stadiums

Employers' Employment Outlook: 17 employers responded, providing data representing 388 employees for this occupation.

12 employers project employment to remain stable, 4 expect it to grow, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 1,490
Separations to 2006: 1,670
*Total Openings: 3,160

New Job Growth Rate: 15%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Supervisor, Equipment Operator II, Utility Worker II, Construction Specialist II, Head Engineer, Foreman, Supervisor, Senior Engineer, Building Engineer II, III, Mechanics II, III, Chief Engineer, Maintenance Engineer II, III

Unionization/Collective Bargaining: Yes, 12% of employers and 2% of employees were unionized.

Alternate Job Titles: Construction Specialists, Utility Workers, Maintenance Engineers, Maintenance Assistants, Mechanics I, Maintenance Workers, Building Engineers

Related Codes: DOT - 899.261-014, 899.381-010,
O*NET - 49-9042.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MARINE TECHNICIANS

041061995

Marine Technicians apply science, computer, and engineering skills to the marine and fresh water environment, including the open ocean, coastal regions, estuaries, rivers, swamps, and lakes. Examples of typical tasks may include fabrication, operation, and maintenance of mechanical and electronic navigational, oceanographic, meteorological, and/or geophysical instrumentation and equipment. They may be required to spend extended time at sea, and be designated to pilot Remotely Operated Vehicles (ROVs).

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$11.00 - 16.00	\$14.00
After Three Years With the Firm:	\$15.00 - 39.95	\$22.00

Note: Fishing boat crews are paid on a per share basis. The dollar amount received is based on the amount of fish(tons) caught and delivered.

Average Weekly Hours: All (100%) Marine Technicians work full-time, 49 hours per week.

Shifts: All (100%) employers report having day shifts. Fishing boat crew members can be at sea for up to six months at a time. Many (47%) reported working weekends and being on-call 24 hours a day, seven days a week.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	<u>Employer Pays All</u>	<u>Not Provided</u>
Medical Insurance:	100%	0%
Dental Insurance:	80%	20%
Vision Insurance:	60%	40%
Life Insurance:	67%	33%
Paid Sick Leave:	47%	53%
Paid Vacation:	67%	33%
Retirement Plan:	20%	80%
Child Care:	0%	100%
Other employers specified: 401-K Plan, Long Term Disability, Company Car		

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a high school diploma or equivalent and (40%) hire those with less than a high school diploma.

Training: Most (73%) firms accept six months to two years training as a substitute for work experience. Most (67%) require six months to two years technical or vocational training, including Coast Guard Certification, FCC License, Marine Operations, Refrigeration, Electronics, CAD Design, and Able Bodied Seaman License (ABS).

Education / Training Providers: See Appendix A, page 222

Experience: Almost all (93%) firms require 1-5 years work experience as a Marine Technician.

Skills rated "very important:"

Knowledge of safe working practices
 Ability to read and follow instructions
 Ability to work independently
 Ability to work effectively as part of a team
 Ability to do detailed and precision work
 Ability to work under pressure
 Willingness to travel and work at sea
 Ability to make observations and record results
 Ability to analyze data and develop conclusions
 Ability to meet deadlines
 Willingness to work outside in extreme weather
 Ability to read and interpret data
 Ability to do precision work
 Record keeping skills
 Knowledge of air pollution control
 Knowledge of marine biology
 Report writing skills
 Computer skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Marine Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Employee Referrals, Walk-in Applicants, Internet

Others include: Word of Mouth, Hiring through parent company

Turnover: Moderate, 14.9% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Commercial Fishing
Marine Engineering Firms
Oceanographic Research
Public Boat Marinas
Ship and Boat Repair
Water Transportation Services

Employers' Employment Outlook: 15 employers responded, providing data representing 105 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Service Manager, Lead Engineer, Assistant to the Chief, Senior Manager, Project Manager, Contracting Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Captains, Navigators, Chief Engineers, Port Engineers, Naval Architects, Service Technical Engineers, Marine Vessel Field Service Technicians, Marine Electronic Technicians

Related Codes: DOT - 001.061-014, 184.167-182, 197.130-010, 197.133-022, 197.167-010, 623.281-018, 625.281-010, 806.261-026, 823.281-014, 825.281-014, **O*NET** - 17-2121.01, 53-5011.00, 53-5011.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MASSAGE THERAPISTS

334374999

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.50 - 20.00	\$17.00
With Commissions:	\$8.50 - 25.00	\$20.00
New Hires, With Experience:	\$12.00 - 30.00	\$20.00
With Commissions:	\$12.00 - 55.00	\$22.00
After Three Years With the Firm:	\$14.00 - 60.00	\$25.00
With Commissions:	\$14.00 - 60.00	\$30.00

Average Weekly Hours: Many (46%) Massage Therapists work part-time, 17 hours per week or on a temporary or on-call basis, (53%) 15 hours per week.

Shifts: Almost all (93%) employers report having day shifts. Some also have swing (33%) and graveyard shifts (27%).

Fringe Benefits, Who Pays*

	Part-Time Employees	
	Shared Cost	Not Provided
Medical Insurance:	44%	56%
Dental Insurance:	22%	78%
Vision Insurance:	22%	78%
Life Insurance:	22%	78%
Paid Sick Leave:	33%	67%
Paid Vacation:	33%	67%
Retirement Plan:	22%	78%
Child Care:	0%	100%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms require a high school diploma or equivalent.

Training: Almost all (80%) firms require 6-12 months vocational training. A Licensed Massage Therapist certification requires 500 hours of training and a Holistic Health Practitioner requires 1,000 hours. Some (33%) accept training as a substitute for related work experience. Massage Therapists practicing within the city limits of San Diego must be registered with the San Diego Police Department.

Education / Training Providers: See Appendix A, page 223

Experience: Many (47%) firms require 6-18 months related work experience. None accept other occupational experience.

Skills rated "very important:"

Cleanliness and professional image
 Positive attitude
 Ability to work independently
 Ability to perform Swedish massage
 Interpersonal and customer service skills
 Ability to perform massage techniques in cases of injury
 Ability to apply massage techniques for sports injuries
 Ability to perform deep tissue massage
 Knowledge of kinesiology
 Oral communication skills
 Massage Therapist certification by the State of California
 Knowledge of anatomy, physiology, psychology, physical therapy, and nutrition
 Possession of a local license issued by the San Diego Police Department

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Massage Therapists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Others include: Internet, Walk-In Applicants

Turnover: Moderately low, 10% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates
57% female, 43% male

Where The Jobs Are:

Chiropractic Clinics
Holistic Health Centers
Hotels, Resorts, and Spas
Physical Fitness and Workout Centers
Sports Therapy Centers

Employers' Employment Outlook: 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Alternate Job Titles: Masseuses, Masseurs, Licensed Massage Therapists, Body Workers, Holistic Health Practitioners

Related Codes: DOT - 334.374-010, O*NET - 31-9011.00

Promotional Opportunities: Lead Masseuse, Head Therapist

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MECHANICAL ENGINEERS

OES 221350

Mechanical Engineers perform a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment; and oversee installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems. Does not include Sales Engineers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$13.04 - 35.00	\$17.05
New Hires, With Experience:	\$18.03 - 35.00	\$21.58
After Three Years With the Firm:	\$23.01 - 38.00	\$28.77

Average Weekly Hours: Almost all (85%) Mechanical Engineers work full-time, 45 hours per week. A few (13%) work on a temporary or on-call basis, 45 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	60%	33%	7%
Dental Insurance:	53%	33%	13%
Vision Insurance:	40%	33%	27%
Life Insurance:	67%	13%	20%
Paid Sick Leave:	80%	7%	13%
Paid Vacation:	93%	7%	0%
Retirement Plan:	13%	80%	0%
Child Care:	0%	7%	93%
Other employers specified: 401-K Plan, Profit Sharing, 125 Purchase Plan, Pension Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor of science in mechanical engineering (BSME) or a related engineering degree.

Training: All (100%) employers do not accept training as a substitute for work experience. Mechanical Engineers must be registered by the State of California. To obtain registration, engineers must have a BSME degree and two years engineering experience. They must pass the engineer-in-training examination and a professional examination in mechanical engineering. Applicants with word processing, computer aided drafting (CAD), spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 225

Experience: Most (69%) firms require 3 - 5 years work experience as a Mechanical Engineer. Employers were specifically looking for applicants with the following experience: assembly layout, automation robotics, electro mechanical design, electro motion control, electronic packaging, fuel metering, pneumatics, and tolerance analysis.

Skills rated "very important:"

Detail oriented
Ability to use a computer and CAD design software
Ability to meet deadlines
Knowledge of engineering principles
Advanced math skills
Ability to work on a team
Ability to work independently
Ability to research designs of mechanical systems
Ability to recommend design modifications
Ability to read and follow instructions
Ability to analyze customer proposals
Ability to read blueprints

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Mechanical Engineers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Private Employment Agencies

Others include: Professional Organizations

Turnover: Very low, 5% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 8% female, 92% male

Where The Jobs Are:

Aircraft and Parts

Audio and Video Equipment

Engineering and Architectural Services

Engine and Turbine Manufacturers

Industrial Machinery and Parts

Medical Equipment and Supplies Manufacturing

Temporary Agencies

Employers' Employment Outlook: 16 employers responded, providing data representing 150 employees for this occupation.

9 employers project employment to grow, 5 expect it to remain stable, and 2 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 480
Separations to 2006: 380
*Total Openings: 860

New Job Growth Rate: 18.5%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Mechanical Engineer, Engineering Manager, Division Leader, Lead Mechanical Engineer, Senior Technical Manager, Design Manager, Project Manager, Director of Engineering

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Tool Design Engineers, Industrial Engineers, Mechanical/Chemical Engineers, Mechanical Designers

Related Codes: DOT - 007.061-014, O*NET - 17-2141.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICAL RECORDS TECHNICIANS

OES 329110

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.25 - 9.00	\$7.71
New Hires, With Experience:	\$7.25 - 10.50	\$8.00
After Three Years With the Firm:	\$8.50 - 11.00	\$10.00

Average Weekly Hours: Almost all (86%) Medical Records Technicians work full-time, 39 hours per week. A few (14%) work part-time, 26 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	33%	0%
Dental Insurance:	67%	27%	7%
Vision Insurance:	33%	20%	47%
Life Insurance:	40%	20%	40%
Paid Sick Leave:	60%	13%	27%
Paid Vacation:	80%	13%	7%
Retirement Plan:	20%	40%	40%
Child Care:	0%	0%	100%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms hire those with a high school diploma or equivalent and a few (13%) require an associate degree.

Training: Many (58%) firms accept six months to one year training as a substitute for work experience. Many (53%) require six months to two years technical or vocational training in medical records, filing, or coding programs. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 226

Experience: Many (47%) firms require one year work experience as a Medical Records Technician. Many (50%) accept six months to one year experience in clerical, healthcare, or medical office occupations.

Skills rated "very important:"

Ability to read and follow instructions
 Ability to meet deadlines
 Ability to work independently
 Ability to communicate with doctors and staff
 Ability to compile/maintain medical records
 Customer service skills
 Organizational skills
 Ability to work on a team
 Data entry and retrieval skills
 Ability to perform clerical duties
 Knowledge of medical office procedures
 Possession of alpha-numeric filing skills
 Ability to write legibly
 Knowledge of medical coding systems
 Knowledge and understanding of medical terminology
 Ability to perform a medical records audit
 Ability to be multi-task oriented

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Medical Records Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

In-House Promotion or Transfer, School and Program Referrals, Newspaper Advertisements

Turnover: Moderate, 18.8% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 85% female, 15% male

Where The Jobs Are:

Home Health Care Services

Hospitals

Nursing and Personal Care Facilities

Offices and Clinics of Medical Doctors

Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 109 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 190
Separations to 2006: 170
*Total Openings: 360

New Job Growth Rate: 21.3%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Medical Administrative Assistant, Medical Records Director, Supervisor, District Manager, Coordinator, Legal Support Coder

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Assistants, Senior Clerks

Related Codes: DOT - 079.362-014, 206.387-010, 245.362-010,
O*NET - 29-2071.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MEDICINE AND HEALTH SERVICE MANAGERS

OES 150080

Medicine and Health Services Managers plan, organize, direct, control, or coordinate medicine and health services in establishments, such as hospitals, clinics, or similar organizations.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.15 - 15.34	\$12.75
New Hires, With Experience:	\$11.67 - 25.11	\$18.59
After Three Years With the Firm:	\$12.00 - 36.50	\$25.29

*Some employees may have higher compensation due to bonuses.

Average Weekly Hours: Almost all (99%) Medicine and Health Services Managers work full-time, 44 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	67%	33%	0%
Dental Insurance:	50%	33%	11%
Vision Insurance:	39%	22%	22%
Life Insurance:	56%	28%	11%
Paid Sick Leave:	94%	6%	0%
Paid Vacation:	94%	6%	0%
Retirement Plan:	56%	39%	6%
Child Care:	0%	0%	100%

Other employers specified: Education Reimbursement, Paid Holidays, Stock Options, Long-Term Disability

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (61%) firms require a bachelor degree. Some (22%) require a graduate degree and a few (17%) have an associate degree.

Training: No firms accept training as a substitute for work experience. Some (28%) require vocational training. Applicants trained in medical terminology, have a nursing certificate and word processing, spreadsheet, and medical database computer software skills are preferred.

Education / Training Providers: See Appendix A, page 227

Experience: Almost all (89%) firms require 1-5 years related work experience. Most (78%) accept 1-5 years experience as a Registered Nurse, Social Worker, Mental Health Counselor, or an Administrator in the health care field. Responding employers report rarely hiring inexperienced applicants.

Skills rated "very important:"

Oral communication skills
 Ability to handle crisis situations
 Problem solving skills
 Ability to work independently
 Ability to work under pressure
 Supervisory skills
 Ability to train new staff
 Knowledge of medical office management
 Knowledge of OSHA safety standards
 Ability to coordinate activities with other departments
 Report writing skills
 Willingness to work long hours, nights, weekends, and holidays
 Ability to hire staff
 Knowledge of medical health insurance programs
 Customer service/public relations skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Medicine and Health Services Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In House Promotion or Transfer

Others include: Internet, Trade Journals, Medical Industry Networking

Turnover: Moderate, 17% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 81% female, 19% male

Where The Jobs Are:

Doctors Offices
Local Government
Home Health Care Services
Medical Hospitals and Clinics
Skilled Nursing Facilities

Employers' Employment Outlook: 18 employers provided data to develop this profile.

6 project employment to grow, 10 expect it to remain stable, and 2 expect it to decline over the next two years.

OES Growth Projections: New Jobs through 2006: 350
Separations to 2006: 250
 *Total Openings: 600

New Job Growth Rate: 18.7%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Medical Services Directors, Case Management Supervisors, Directors of Nursing, Social Service Managers, Clinic Director/Managers/Administrators, Program Managers, Directors of Support Services, Office Managers, Department Supervisors/Administrators, Scheduling Coordinators, Health Center Directors, Directors of Operations, Health Managers

Related Codes: DOT - 075.117-014, 075.117-027, 079.117-010, 079.167-014, 187.117-010, 187.117-058, 187.117-062,
O*NET - 11-9111.00

Promotional Opportunities: Division Director, Department/Program Director, Health Director, Assistant Administrator, Director of Nursing, Nurse Consultant, Regional Vice President

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

MULTIMEDIA SPECIALISTS

030064996

Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$10.00 - 15.34	\$12.50
New Hires, With Experience:	\$10.00 - 18.00	\$13.85
After Three Years With the Firm:	\$12.79 - 30.00	\$18.09

*Combined union and non-union wages.

Average Weekly Hours: Many (54%) Multimedia Specialists work full-time, 44 hours per week or on a temporary or on-call basis, (41%) 35 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	31%	6%
Dental Insurance:	50%	19%	25%
Vision Insurance:	44%	13%	38%
Life Insurance:	38%	13%	50%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	69%	13%	19%
Retirement Plan:	44%	13%	44%
Child Care:	6%	0%	94%

Other employers specified: 401-K Plan, Education Reimbursement, Child Care, Reimbursement, Profit Sharing

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many (44%) firms require a bachelor degree. Some require either an associate degree (25%) or a high school diploma or equivalent (31%).

Training: Many (53%) accept 6-24 months training as a substitute for work experience. A few (13%) require vocational training. Applicants with word processing, spreadsheet, and other digital editing software skills are preferred.

Education / Training Providers: See Appendix A, page 228

Experience: Most (75%) firms require 1-3 years related work experience. Many (53%) accept 1-2 years experience in video production, software design, photography, graphics arts, or visual communications.

Skills rated "very important:"

Ability to work under pressure and meet deadlines
 Creativity and imagination
 Ability to use computer software to design images
 Oral communication skills
 Ability to work independently
 Ability to read and follow instructions
 Customer service skills
 Knowledge of print, electronic, and film media
 Willingness to work long hours
 Ability to do layout and paste-up
 Ability to draw or paint graphic material
 Knowledge of the Internet, web page design, and HTML
 Knowledge of visual layouts for television and film production
 Knowledge of digital sound recording
 Ability to write and edit scripts

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Multimedia Specialists**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Colleges and Universities, Internet

Others include: Trade Journals, In House Promotion or Transfer

Turnover: Very low, 5% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 34% female, 66% male

Where The Jobs Are:

Advertising Agencies

Commercial Art and Graphic Design Studios

Electronic Game Manufacturers

Internet Site Design Companies

Motion Picture and Video Tape Production

Television Broadcasting Stations

Temporary Placement Agencies

Theatrical Production Companies

Employers' Employment Outlook: 16 employers provided data to develop this profile.

6 project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Alternate Job Titles: Directors of Digital Media, Technical Directors, Lighting Directors, Graphic Design Editors, MPEG Compressionists, Graphic Designers, Creative Services Associates, Creative/Art Directors, Associate/Promotions Producers, Post Production Editors, Videographers, Graphic Operators, Graphic Artists, Video Producers, Video Tape Editors, Creative Designers, Sound Designers, Multi Media Designers, Web Developers

Related Codes: DOT - 141.131-010, 141.061-22, 142.061-062, 143.062-018, 194.382-018, 194.262-018, 962.132-010, 962.262-010,
O*NET - Not available

Promotional Opportunities: Graphics Supervisor, Technical Director, Producer, Director of Post Production, Senior Art Director, Executive Producer, Director of Digital Media, Creative Director, Promotions Manager

Unionization/Collective Bargaining: Yes. 13% of employers and 34% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

NURSE PRACTITIONERS

075264999

Nurse Practitioners provide general medical care and treatment to patients in medical facility, such as clinic, health center, or public health agency, under the direction of a physician.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$19.00 - 32.52	\$25.57
After Three Years With the Firm:	\$23.97 - 43.15	\$34.00

Average Weekly Hours: Most (76%) Nurse Practitioners work full-time, 40 hours per week. Some (24%) work part-time, 25 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time	Part-Time
	E'er Pays All	E'er Pays All
Medical Insurance:	53%	7%
Dental Insurance:	53%	7%
Vision Insurance:	33%	7%
Life Insurance:	40%	7%
Paid Sick Leave:	60%	20%
Paid Vacation:	60%	20%
Retirement Plan:	27%	7%
Child Care:	0%	0%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (53%) firms require a bachelor degree, and many, (47%) require a graduate degree. Applicants applying to Practical Nursing Training Programs need to possess a Registered Nurse License.

Training: A few (13%) firms accept 2-4 years training as a substitute for work experience. Most (67%) require 2-4 years of technical or vocational training. Nurse Practitioners must pass a licensing examination after completing a State-approved Practical Nursing training program. Applicants with knowledge of medical or patient software, word processing, and Internet software skills are preferred.

Education / Training Providers: See Appendix A, page 230

Experience: All (100%) firms require 2-9 years work experience as a Nurse Practitioner. A few (15%) accept 2-5 years experience as a Registered Nurse, or Licensed Vocational Nurse, or in other nursing occupations.

Skills rated "very important:"

Ability to perform physical examinations
 Ability to formulate patient prognosis and treatment plans
 Ability to prepare patient health care plan
 Ability to prescribe or recommend drugs
 Ability to observe and record patient's condition
 Excellent interpersonal and communication skills
 Ability to interpret and evaluate diagnostic tests
 Ability to act as member of a multidisciplinary team
 Possession of a CPR certificate
 Possession of a California Registered Nurse or a Nurse Practitioner License
 Knowledge of acute and chronic care
 Ability to handle crisis situations
 Ability to provide psychosocial support and referrals
 Knowledge of nutrition

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Nurse Practitioners**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Colleges and Universities, Employee Referrals

Turnover: Moderate, 12.5% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 88% female, 12% male

Where The Jobs Are:

Hospitals

Offices and Clinics of Doctors

Specialty Outpatient Facilities

Employers' Employment Outlook: 15 employers responded, providing data representing 74 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: None reported

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 075.264-010, O*NET - Not available

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

OPERATING ENGINEERS

OES 979560

Operating Engineers operate several types of power construction equipment, such as compressors, pumps, hoists, derricks, cranes, shovels, tractors, scrapers, or motor graders to excavate, move and grade earth, erect structures, or pour concrete or other hard surface paving. They may repair and maintain equipment in addition to other duties. Does not include workers who specialize in operation of a single type of heavy equipment, such as a bulldozer or crane.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient data - - -	
Union:	\$12.00 - 17.06	\$14.38
New Hires, With Experience:	\$12.00 - 28.54	\$16.00
Union:	\$14.00 - 30.00	\$20.25
After Three Years With the Firm:	\$18.00 - 30.00	\$23.50
Union:	\$20.00 - 35.00	\$26.00

Average Weekly Hours: Almost all (93%) Operating Engineers work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Not Provided</u>
Medical Insurance:	81%	6%
Dental Insurance:	69%	19%
Vision Insurance:	44%	50%
Life Insurance:	56%	31%
Paid Sick Leave:	44%	50%
Paid Vacation:	75%	19%
Retirement Plan:	56%	38%
Child Care:	0%	94%

Note: For employees working in union shops, benefits are paid by the union.

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent.

Training: Some (38%) firms accept 1-2 years training as a substitute for work experience. Some (25%) require three months to two years of vocational training, including possession of a Class A Operators Certificate. On-the-job training is occasionally provided.

Education / Training Providers: See Appendix A, page 231

Experience: Most (63%) firms require 2-4 years work experience as an Operating Engineer. A few (17%) accept three years occupational experience in various construction occupations.

Skills rated "very important:"

Knowledge of safe operating procedures
Good hand-eye coordination
Ability to operate scoops, shovels, or buckets
Ability to judge distances
Ability to operate graders, bulldozers, and scrapers
Knowledge of earth excavation techniques
Ability to tolerate a noisy work environment
Ability to work under pressure
Mechanical aptitude
Ability to operate mobile 2-way radios
Ability to withstand extreme weather
Ability to tolerate fumes and odors
Good physical condition
Ability to operate cranes and derricks
Ability to operate air compressors and pumps
Ability to lift 75 pounds

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X
Few Employers Hire		

Job Market for: **Operating Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Union Hall Referrals, Newspaper Advertisements, Employee Referrals

Turnover: Moderately low, 9.1% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 94% male, 6% female

Where The Jobs Are:

General Contractors
Heavy Construction
Highway and Street Construction
Local Government
Sand and Gravel Suppliers

Employers' Employment Outlook: 16 employers responded, providing data representing 435 employees for this occupation.

9 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 160
Separations to 2006: 170
*Total Openings: 330

New Job Growth Rate: 12.7%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Superintendent, Crane Operator, Operator II, Project Foreman

Unionization/Collective Bargaining: Yes, 50% of employers and 78% of employees were unionized.

Alternate Job Titles: Heavy Equipment Operators, Vehicle Operators

Related Codes: DOT - 859.683-010, 950.362-014, 950.382-026, O*NET - 47-2073.00, 47-2073.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PAINTERS, PAPERHANGERS – CONSTRUCTION AND MAINTENANCE

OES 874020

Painters, Paperhangers - Construction and Maintenance paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 7.50	\$6.00
New Hires, With Experience:	\$7.00 - 14.25	\$9.00
After Three Years With the Firm:	\$8.00 - 16.00	\$11.00

*Combined union and non-union wages.

Average Weekly Hours: Almost all (89%) Painters work full-time, 40 hours per week. A few (11%) work part-time, 27 hours per week.

Shifts: All (100%) employers report having day shifts. A few (7%) have swing or graveyard shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	60%	13%	20%
Dental Insurance:	47%	13%	33%
Vision Insurance:	47%	13%	33%
Life Insurance:	47%	13%	33%
Paid Sick Leave:	53%	7%	33%
Paid Vacation:	60%	7%	27%
Retirement Plan:	40%	13%	40%
Child Care:	0%	0%	93%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (80%) firms require a high school diploma or equivalent. Some (20%) hire those with less than a high school education.

Training: Most (64%) firms accept training as a substitute for work experience. None require vocational training.

Education / Training Providers: See Appendix A, page 231

Experience: Most (73%) firms do not require related work experience. Some (23%) accept 6-24 months of experience as a Commercial, Industrial, or Structural Painter.

Skills rated "very important:"

Knowledge of safe working practices
 Ability to work on a team
 Ability to do routine and repetitive work
 Ability to pay attention to detail
 Roller painting skills
 Surface preparation skills
 Brush painting skills
 Ability to work under pressure and meet deadlines
 Ability to stand continuously for two or more hours
 Ability to use hand and power tools
 Ability to work independently
 Spray painting skills
 Ability to work from ladders and scaffolds
 Ability to use and read a tape measure
 Ability to tolerate dust and paint fumes
 Possession of a valid drivers license and reliable vehicle
 Oral communication skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Painters and Paperhangers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants

Turnover: Moderately high, 24% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 4% female, 96% male

Where The Jobs Are:

Construction
Building Maintenance and Repair
Federal Government
Painting Contractors
Ship Building and Repair

Employers' Employment Outlook: 15 employers provided data to develop this profile.

8 project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 670
Separations to 2006: 690
*Total Openings: 1,360

New Job Growth Rate: 19%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Structural Steel Painters, Industrial Painters, Marine Painters, Journey Level Painters

Related Codes: DOT - 840.381-010, 841.381-010,
O*NET - 47-2141.00

Promotional Opportunities: Lead Painter, Foreman, Supervisor, Quality Assurance Manager

Unionization/Collective Bargaining: Yes. 7% of employers and 4% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PARALEGAL PERSONNEL

OES 283050

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 11.99	\$10.25
New Hires, With Experience:	\$9.59 - 21.58	\$13.94
After Three Years With the Firm:	\$13.42 - 25.17	\$18.25

Average Weekly Hours: Almost all (92%) Paralegal Personnel work full-time, 38 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	88%	6%	6%
Dental Insurance:	75%	6%	19%
Vision Insurance:	69%	6%	25%
Life Insurance:	63%	0%	38%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	81%	0%	19%
Retirement Plan:	63%	0%	31%
Child Care:	0%	6%	94%
Other employers specified: 403-B Plan, Stock Options, Paid Parking, Transportation Reimbursement, Credit Union Membership			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require an associate degree. Some (25%) require a bachelor degree.

Training: Many (40%) firms accept 6-12 months training as a substitute for work experience. Many (50%) require 1-2 years vocational training in paralegal studies, including computer software training. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 231

Experience: Many (50%) firms require 2-5 years work experience as a Paralegal. Some (38%) accept 1-3 years experience as a Legal Secretary.

Skills rated "very important:"

Ability to read and follow instructions
 Oral communication skills
 Ability to prepare written reports
 Ability to comprehend information quickly
 Knowledge of court proceedings
 Ability to keep information confidential
 Ability to use correct grammar, punctuation, and spelling
 Knowledge of legal terminology
 Ability to analyze and organize information
 Ability to work under pressure
 Ability to prepare legal correspondence
 Ability to write legibly
 Ability to maintain records and files
 Ability to use the Internet as research tool
 Ability to interview others for information
 Ability to research legal cases and issues
 Time management skills
 Ability to keep current with new laws

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Paralegal Personnel**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Others include: Internet

Turnover: Moderate, 16% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 83% female, 17% male

Where The Jobs Are:

Government

Law Firms

Temporary Placement Services

Private Paralegal Service Providers

Employers' Employment Outlook: 16 employers responded, providing data representing 193 employees for this occupation.

12 employers project employment to remain stable and 4 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 610
Separations to 2006: 90
*Total Openings: 700

New Job Growth Rate: 45.9%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Paralegal, Senior Paralegal, Paralegal Supervisor, Lawyer (with additional education)

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Paralegal Specialists, Jury Consultants, Legal Assistants

Related Codes: DOT - 119.267-022, 119.267-026,
O*NET - 23-2011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PERSONAL AND HOME CARE AIDES

OES 680350

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Does not include Nurses' Aides and Home Health Care Workers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.13
New Hires, With Experience:	\$6.25 - 8.00	\$7.00
After Three Years With the Firm:	\$7.00 - 10.00	\$8.50

Average Weekly Hours: Some Personal and Home Care Aides work full-time, (36%) 40 hours per week; or part-time, (38%) 25 hours per week; or on a temporary or on-call basis, (22%) 21 hours per week.

Shifts: All (100%) employers report having day and swing shifts. Most (93%) also have graveyard shifts.

Fringe Benefits, Who Pays*

	Full-Time Not Provided	Part-Time Not Provided
Medical Insurance:	58%	67%
Dental Insurance:	75%	75%
Vision Insurance:	75%	75%
Life Insurance:	67%	75%
Paid Sick Leave:	75%	75%
Paid Vacation:	58%	58%
Retirement Plan:	67%	75%
Child Care:	83%	92%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many firms hire those with less than a high school education (53%) or require a high school diploma or equivalent (47%).

Training: Many (64%) firms accept 3 to 12 months home care training as a substitute for work experience. A few (20%) require vocational training.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Many (40%) firms do not require related work experience, but prefer applicants with 6-24 months prior experience. Some (30%) accept 6-12 months of nursing or medical experience.

Skills rated "very important:"

Ability to work with the elderly and disabled
 Ability to work independently
 Ability to handle emergencies
 Ability to provide personal care services
 Ability to read and follow instructions
 Observational skills
 Documentation skills
 Knowledge of infection control
 Ability to prepare meals
 Ability to provide housekeeping services
 Knowledge of patient transferring techniques
 Willingness to work part-time or on-call
 Willingness to work nights, weekends, and holidays
 Regular use of a reliable vehicle
 Possession of a valid drivers license
 Oral communication skills
 Pass a pre-employment examination

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Personal and Home Care Aides**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, School and Program Referrals

Others include: Trade Journals, In House Promotion or Transfer

Turnover: Moderately high, 24% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 91% female, 9% male

Where The Jobs Are:

Family Services
Home Health Services
Hospitals
Residential Home Care

Employers' Employment Outlook: 15 employers provided data to develop this profile.

14 project employment to grow and 1 expects it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 400

Separations to 2006: 310

*Total Openings: 710

New Job Growth Rate: 27.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Home Care Companions, Care Givers, Homemakers/Companions, Live-Ins, Overnights, Personal Care Home Companions, Caretakers, Transporters

Related Codes: DOT - 309.354-010, 359.573-010,

O*NET - 39-9021.00

Promotional Opportunities: Certified Home Health Aide, Certified Nurse Assistant, License Vocational Nurse, Registered Nurse, and Office Manager (with additional education)

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

OES 130050

Personnel, Training, and Labor Relations Managers plan, organize, direct, control, or coordinate the personnel, training or labor relations activities of an organization. Their work involves establishing employer-relations policies; directing the selection, training, and evaluation of employees; administering benefits, safety, and recreation programs; developing wage and salary schedules; coordinating bargaining activities; and advising on labor contract administration.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$12.95 - 26.37	\$17.24
After Three Years With the Firm:	\$16.78 - 38.36	\$23.97

Average Weekly Hours: Most (77%) Personnel, Training, and Labor Relations Managers work full-time, 40 hours per week. A few (17%) work on a temporary or on-call basis, 22 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	80%	7%	7%
Dental Insurance:	80%	7%	7%
Vision Insurance:	80%	7%	7%
Life Insurance:	80%	0%	7%
Paid Sick Leave:	80%	0%	13%
Paid Vacation:	80%	0%	13%
Retirement Plan:	27%	33%	20%
Child Care:	7%	13%	73%
Other employers specified: 401-K Plan, Stock Options, Paid Holidays, Disability Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a bachelor degree. A few either require an associate degree (7%) or graduate degree (7%).

Training: A few (13%) firms accept training as a substitute for work experience. Many (40%) require 1-2 years vocational training in human resource management, organizational development, payroll management, and sales. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 232

Experience: Almost all (87%) firms require 1-4 years experience as a Personnel, Training, and Labor Relations Manager. Most (60%) accept 1-3 years experience in public relations, corporate training, employee development, organizational development, or teaching.

Skills rated "very important:"

Oral communication skills
 Interpersonal skills
 Ability to work under pressure
 Ability to work independently
 Knowledge of training and organizational development practices
 Ability to manage an activity or department
 Ability to use a computer
 Ability to motivate others
 Ability to plan and organize the work of others
 Ability to write job specifications
 Verbal presentation skills
 Knowledge of employee quality improvement programs

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Personnel, Training, and Labor Relations Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, Employee Referrals

Others include: CALWorks, Job Hotline, Networking

Turnover: Moderate, 19% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 60% female, 40% male

Where The Jobs Are:

Personnel, Training, and Labor Relations Managers can be found in many types of industries such as:

Communications

Government

Hospitals

Hotels

Manufacturing

Research and Development

Schools and Colleges

Software Development

Employers' Employment Outlook: 15 employers responded, providing data representing 52 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 420
Separations to 2006: 350
 *Total Openings: 770

New Job Growth Rate: 21.8%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Management Analyst, Employee Development Director, Management Trainee Supervisor

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Training Managers, Human Resource Managers, Personnel Trainers, Training Administrators, Human Resource Technical Managers, Organizational Effectiveness Specialists, Workforce Development Trainers, Employee Development Managers

Related Codes: DOT - 166.117-010, 166.167.018, 166.167.026, 166.167.030, 166.167.050, **O*NET** - 11-3042.00, 11-3040.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHARMACY TECHNICIANS

OES 325180

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 7.50	\$6.75
Union:	\$6.75 - 9.00	\$7.00
New Hires, With Experience:	\$6.50 - 13.15	\$11.00
Union:	\$7.50 - 12.00	\$8.00
After Three Years With the Firm:	\$9.00 - 15.81	\$12.00
Union:	\$9.50 - 14.00	\$10.00

Average Weekly Hours: Most (70%) Pharmacy Technicians work full-time, 40 hours per week. Some (23%) work part-time, 20 hours per week and a few (7%) work on a temporary or on-call basis, 17 hours per week.

Shifts: All (100%) employers report having day shifts. Many (38%) also have swing shifts

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	6%	6%
Dental Insurance:	50%	6%	13%
Vision Insurance:	50%	6%	13%
Life Insurance:	38%	6%	25%
Paid Sick Leave:	44%	6%	19%
Paid Vacation:	50%	6%	13%
Retirement Plan:	50%	6%	13%
Child Care:	0%	6%	63%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms require an associate degree (44%) or require a high school diploma or equivalent (56%).

Training: Almost all (89%) firms accept training as a substitute for work experience. Many (56%) require vocational training. Pharmacy Technicians need to complete 720 hours of course work and are licensed by the Board of Pharmacy. A few employers provide on-the-job training lasting up to 1,200 hours. Applicants with database computer software skills are preferred.

Education / Training Providers: See Appendix A, page 232

Experience: Some (31%) firms require 6-24 months related work experience. No firms accept other occupational experience.

Skills rated "very important:"

Ability to read and follow instructions
 Ability to pay close attention to detail
 Ability to follow regulations and reporting requirements
 Public contact and customer service skills
 Ability to stand for long periods of time
 Ability to prepare, package, and distribute medications
 Basic math skills
 Ability to measure and calculate using metrics
 Ability to work under pressure
 Ability to work independently
 Knowledge of medical and pharmaceutical terminology
 Ability to calculate weights and measures
 Ability to apply sterilization and aseptic techniques
 Record keeping skills
 Ability to prepare intravenous (IV) packs

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Pharmacy Technicians**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, School and Program Referrals

Others include: Walk-In Applicants, Regional Occupational Programs, Internet

Turnover: Moderate, 12% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 79% female, 21% male

Where The Jobs Are:

Department Stores
Drug Stores
Federal Government
Grocery Stores
Hospitals

Employers' Employment Outlook: 16 employers provided data to develop this profile.

11 project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 160
Separations to 2006: 150
*Total Openings: 310

New Job Growth Rate: 20.3%* Projected growth is faster than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Pharmacy Computer Assistants, Pharmacy Clerks, Pharmaceutical Assistants

Related Codes: DOT - 074.382-010, O*NET - 29-2052.00

Promotional Opportunities: Senior Pharmacy Technician, Pharmacy Technician II, Pharmacist (with additional education)

Unionization/Collective Bargaining: Yes. 31% of employers and 50% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHYSICAL THERAPY ASSISTANTS

OES 660171

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.00 - 12.45	\$9.50
New Hires, With Experience:	\$11.25 - 22.00	\$16.50
After Three Years With the Firm:	\$15.00 - 22.00	\$19.00

Average Weekly Hours: Many (53%) Physical Therapy Assistants work full-time, 40 hours per week. Some either work part-time, (24%) 24 hours per week or on a temporary or on-call basis, (24%) 18 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	20%	47%	7%
Dental Insurance:	13%	40%	13%
Vision Insurance:	7%	20%	33%
Life Insurance:	13%	27%	33%
Paid Sick Leave:	67%	0%	7%
Paid Vacation:	67%	0%	7%
Retirement Plan:	27%	20%	20%
Child Care:	0%	7%	67%
Other employers specified: Disability Insurance, Incentive Bonus, Education Reimbursement			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (87%) firms require an associate degree. A few (13%) require a high school diploma or equivalent.

Training: Some (36%) firms accept 1-2 years of training as a substitute for work experience. Many (40%) require 1-2 years of vocational training. Physical Therapy Assistants must be licensed by the California Physical Therapy Examining Board.

Education / Training Providers: See Appendix A, page 233

Experience: Many (47%) firms require 1 - 2 years work experience as a Physical Therapy Assistant. A few (14%) accept 1-3 years experience in sports medicine, clinical, or occupational therapy.

Skills rated "very important:"

Knowledge of anatomy and neurology
 Ability to maintain progress notes and treatment summaries
 Ability to read and follow instructions
 Oral communication skills
 Knowledge of orthopedic care
 Ability to work under pressure
 Ability to work independently
 Ability to work on a team
 Problem solving skills
 Ability to apply patient transferring techniques
 Public contact skills
 Ability to detect complications in patients
 Ability to write legibly
 Knowledge of sports of medicine

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult		X
Not Difficult	X	
Few Employers Hire		

Job Market for: **Physical Therapy Assistants**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Trade Journals

Others include: Internships

Turnover: Very low, 4% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 65% female, 35% male

Where The Jobs Are:

Hospitals

Offices of Physical Therapists

Employers' Employment Outlook: 15 employers responded, providing data representing 68 employees for this occupation.

6 employers project employment to grow, 7 expect it to remain stable, and 2 expect it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 130
Separations to 2006: 120
*Total Openings: 250

New Job Growth Rate: 21%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Promote to Licensed Physical Therapist with education

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 076.224-010, O*NET - 31-2021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PHYSICIANS' ASSISTANTS

OES 325110

Physicians' Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$21.10 - 26.00	\$23.97
After Three Years With the Firm:	\$26.01 - 43.15	\$33.80

Average Weekly Hours: Almost all (85%) Physicians' Assistants work full-time, 42 hours per week. A few (10%) work part-time, 25 hours per week; or on a temporary or on-call basis, (5%) 20 hours per week.

Shifts: Almost all (82%) employers report having day shifts. Some (27%) also have swing shifts and a few (18%) have employees on-call, 24 hours a day.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	91%	0%
Dental Insurance:	64%	27%
Vision Insurance:	64%	27%
Life Insurance:	73%	18%
Paid Sick Leave:	91%	0%
Paid Vacation:	91%	0%
Retirement Plan:	55%	36%
Child Care::	27%	64%

Other employers specified: 401-K Plan, Education Reimbursement, Profit Sharing

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree. Many (45%) require a graduate degree.

Training: Almost all (82%) firms do not require vocational training. The Physicians Assistant Examining Committee provides licensing. No firms accept training as a substitute for work experience. A few (18%) employers prefer two year internships and applicants with database and word processing software skills.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: All (100%) firms require 2-5 years related work experience. Almost all (90%) do not accept other occupational experience. Responding employers do not hire inexperienced applicants.

Skills rated "very important:"

Ability to interview patients for information
 Oral communication skills
 Ability to read and follow instructions
 Ability to follow oral instructions
 Ability to pass Physician Assistant certifying exam
 Knowledge of infection control
 Ability to work under pressure and handle crisis situations
 Record keeping skills
 Ability to work independently
 Ability to interpret test results
 Willingness to work nights, weekends, holidays, or be on-call
 Ability to perform comprehensive physical examination
 Ability to instruct and counsel patient
 Ability to stand for long periods of time
 Ability to assist in surgery
 Ability to write legibly
 Ability to administer diagnostic and laboratory tests

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Physicians' Assistants**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Trade journals, Employee Referrals, Newspaper Advertisements

Others include: Internet, Colleges and Universities

Turnover: Moderately high, 30% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 40% female, 60% male

Where The Jobs Are:

Hospitals

Offices and Clinics of Medical Doctors

Employers' Employment Outlook: 11 employers provided data to develop this profile.

4 project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 60
Separations to 2006: 40
*Total Openings: 100

New Job Growth Rate: 20.7%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: None reported

Related Codes: DOT - 079.364-018, O*NET - 29-1069.99

Promotional Opportunities: Medical Doctor (with additional education).

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PLASTERERS AND STUCCO MASONS

OES 873170

Plasterers and Stucco Masons apply coats of plaster onto interior or exterior walls, ceilings, or partitions of buildings to produce finished surfaces according to blueprints, architect's drawings, or oral instructions.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.75 - 11.00	\$8.00
New Hires, With Experience:	\$8.50 - 20.00	\$16.00
After Three Years With the Firm:	\$12.00 - 22.00	\$19.00

Average Weekly Hours: Almost all (86%) Plasterers and Stucco Masons work full-time, 39 hours per week. A few (14%) work part-time, 26 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	25%	6%	50%
Dental Insurance:	19%	0%	63%
Vision Insurance:	13%	0%	69%
Life Insurance:	0%	0%	81%
Paid Sick Leave:	0%	0%	81%
Paid Vacation:	0%	0%	81%
Retirement Plan:	6%	0%	75%
Child Care:	0%	0%	81%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms hire those with less than high school diploma or equivalent. Some (38%) require a high school diploma or equivalent.

Training: Many (50%) firms accept six months to two years training as a substitute for work experience. A few (19%) require six months to one year of vocational training and on-the-job training is often provided.

Education / Training Providers: See Appendix A, page 233

Experience: Many (44%) firms require 1-3 years work experience as a Plasterer or Stucco Mason. All (100%) do not accept other occupational experience.

Skills rated "very important:"

Ability to follow safety procedures
 Ability to stand, kneel, and bend for long periods of time
 Be in good physical condition
 Ability to use hand and power tools
 Willingness to work with close supervision
 Ability to lift 75 pounds
 Ability to work independently
 Ability to apply coatings/adhesives
 Ability to read and follow instructions
 Oral communications skills
 Ability to mix plaster, grout, etc.
 Ability to work from elevated positions
 Knowledge of building codes
 Ability to apply grouting
 Ability to erect scaffolding
 Shop math skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Plasterers and Stucco Masons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Newspaper Advertisements, Employee Referrals

Turnover: Moderate, 13% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 100% male

Where The Jobs Are:

General Building Construction

Lath, Plastering, and Stucco Contractors

Employers' Employment Outlook: 16 employers responded, providing data representing 185 employees for this occupation.

10 employers project employment to grow, 5 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 170
Separations to 2006: 140
*Total Openings: 310

New Job Growth Rate: 25%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Foreman, Supervisor, Estimator

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Plaster Workers, Journeyman Plasterers, Hod Carriers, Plasterers

Related Codes: DOT - 842.361-018, 842.381-014,
O*NET 47-2161.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES 875020

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$7.00 - 9.50	\$9.00
New Hires, With Experience:	\$10.00 - 17.00	\$13.25
After Three Years With the Firm:	\$14.00 - 25.00	\$17.00

*Combined union and non-union wages

Some employers may also pay commissions.

Average Weekly Hours: All (100%) Plumbers, Pipefitters, and Steamfitters work full-time, 42 hours per week.

Shifts: All (100%) employers report having day shifts. Some (20%) also have graveyard and swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	43%	36%	14%
Dental Insurance:	29%	36%	29%
Vision Insurance:	14%	29%	50%
Life Insurance:	21%	21%	50%
Paid Sick Leave:	29%	7%	59%
Paid Vacation:	57%	7%	36%
Retirement Plan:	36%	21%	36%
Child Care:	0%	0%	100%

Other employers specified: 401-K Plan, Profit Sharing

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Some (33%) firms require vocational training. Most (73%) accept training at a technical school or building trades sponsored program as a substitute for work experience.

Education / Training Providers: See Appendix A, page 234

Experience: Some (33%) firms require related work experience. Applicants with 6 - 36 months are preferred. Other occupational experience is not accepted.

Skills rated "very important:"

Knowledge of safe working practices and safety gear
 Ability to read and follow instructions
 Ability to use hand tools and power tools
 Ability to lift 50 pounds
 Ability to work on a team
 Oral communication skills
 Possession of a valid driver's license
 Pipefitting skills
 Ability to work independently
 Ability to stand continuously for two or more hours
 Ability to work in cramped or uncomfortable positions
 Soldering and welding skills
 Knowledge of shop mathematics
 Possession of mechanical aptitude
 Ability to work under pressure and meet deadlines
 Completion of apprenticeship training
 Ability to read and interpret blueprints

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Plumbers, Pipefitters, and Steamfitters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Walk-In Applicants

Others include: Referrals from contractors, Layoffs from other companies, School-to-Career Trainees, Union Hall Referrals, School and Program Referrals

Turnover: Very low, 4% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 1% female, 99% male

Where The Jobs Are:

Plumbing, Heating, and Air Conditioning
Ship Building and Repair

Employers' Employment Outlook: 15 employers provided data to develop this profile.

10 project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 710
Separations to 2006: 420
*Total Openings: 1,130

New Job Growth Rate: 15.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Apprentice Plumbers, Journey Level Plumbers/Pipefitters/Steamfitters, Sprinkler Fitters

Related Codes: DOT - 862.261-010, 862.381-030, 862.681-010,
O*NET - 47-2152-00, 47-2152-02

Promotional Opportunities: Lead Pipefitter, Foreman, Supervisor, Planning Supervisor, Quality Control Engineer

Unionization/Collective Bargaining: Yes. 13% of employers and 53% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS

OES 340080

Public Relations Specialists and Publicity Writers include workers concerned with promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communication media, they also prepare and arrange displays, making speeches, and performing related publicity efforts.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.63 - 11.51	\$10.00
New Hires, With Experience:	\$9.59 - 15.34	\$12.55
After Three Years With the Firm:	\$11.77 - 20.00	\$16.35

Average Weekly Hours: Almost all (90%) Public Relations Specialists work full-time, 42 hours per week. A few (10%) work part-time, 19 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	68%	14%	18%
Dental Insurance:	36%	9%	55%
Vision Insurance:	32%	5%	64%
Life Insurance:	45%	5%	50%
Paid Sick Leave:	82%	5%	14%
Paid Vacation:	86%	5%	9%
Retirement Plan:	50%	9%	41%
Child Care:	5%	5%	91%
Other employers specified: 401-K Plan, Paid Parking, Cell Phone, Profit Sharing, Education Reimbursement			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (91%) firms require a bachelor degree. A few (9%) require an associate degree.

Training: Many (47%) firms accept training as a substitute for work experience. Some (27%) require vocational training. Applicants with word processing, spreadsheet, database, and desktop publishing computer software skills are preferred.

Education / Training Providers: See Appendix A, page 234

Experience: Almost all (82%) firms require 1-3 years prior work experience. Many (42%) accept 1-3 years experience in marketing, journalism, communications, or as a News Reporter.

Skills rated "very important:"

English grammar and spelling skills
 Ability to meet deadlines
 Oral communication skills
 Ability to pay attention to detail
 Ability to express thoughts clearly and simply
 Ability to work under pressure
 Ability to write news articles, press releases, and fact sheets
 Ability to work independently
 Ability to read and follow instructions
 Ability to work as a team
 Ability to build positive relationships with community organizations
 Ability to coordinate production of advertisements or promotions
 Knowledge of local and/or national media representatives
 Ability to write legibly
 Research skills
 Public speaking ability

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Public Relations Specialists and Publicity Writers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet

Others include: Colleges and Universities, Networking, Internships, Trade Journals, Job Line, Career Fairs

Turnover: Moderate, 12% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 62% female, 38% male

Where The Jobs Are:

Advertising Agencies
Colleges and Universities
Consulting Services
Financial Institutions
Hospitals and Clinics
Hospitality Industry
Local and Federal Government
Public Relations Firms
Religious, Civic, and Social Organizations
Research Organizations

Employers' Employment Outlook: 22 employers provided data to develop this profile.

12 project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 200
Separations to 2006: 160
*Total Openings: 360

New Job Growth Rate: 25.3%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Account Executives, Public Relations Coordinators, Special Events Publicists, Publications Writers, Account Supervisors, Business Development Specialists, Account Coordinators, Public Affairs Specialists, Client Executives, Public Relations Associates, Publicists

Related Codes: DOT - 165.167-014, O*NET - 27-3031.00

Promotional Opportunities: Assistant/Senior Account Executive, Account Manager, Account Executive Supervisor, Public Relations Coordinator, Assistant/Associate Director

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

PURCHASING MANAGERS

OES 130080

Purchasing Managers plan, organize, direct, control, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products, or services. These include wholesale or retail trade merchandising managers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$12.00 - 24.53	\$19.66
After Three Years With the Firm:	\$15.34 - 39.76	\$26.41

Average Weekly Hours: All (100%) Purchasing Managers work full-time, 44 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	31%	69%	0%
Dental Insurance:	19%	69%	13%
Vision Insurance:	13%	56%	31%
Life Insurance:	63%	25%	13%
Paid Sick Leave:	88%	0%	13%
Paid Vacation:	100%	0%	0%
Retirement Plan:	88%	6%	6%
Child Care:	13%	6%	81%
Other employers specified: 401-K Plan, Long-Term Disability, Education Assistance			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent and a few (19%) require an associate degree.

Training: A few (13%) firms accept 1-2 years training as a substitute for work experience. Some (38%) require 1-3 years vocational training in computers or merchandising. Applicants with word processing, spreadsheet, database, and purchasing system software skills are preferred. Employers reported using the following software applications: Access, Dataworks, Excel, Forecast 21, MRP, MS Word, MS Project, Oracle, and Reflections.

Education / Training Providers: See Appendix A, page 235

Experience: Almost all (94%) firms require 3-5 years work experience as a Purchasing Manager. Some (33%) accept 3-5 years experience in production control, accounting, production management, planning, or manufacturing management.

Skills rated "very important:"

Ability to prepare and issue purchasing orders
 Ability to coordinate with other departments
 Ability to work under pressure
 Negotiation skills
 Knowledge of purchasing and procurement procedures
 Ability to work independently
 Oral communication skills
 Ability to use a computer
 Knowledge of vendors and suppliers
 Ability to plan and organize the work of others
 Customer service skills
 Record keeping skills
 Business math skills
 Knowledge of computerized inventory methods

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Purchasing Managers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Internet, Newspaper Advertisements, In-House Promotion or Transfer

Others include: Job Fairs, CALWorks, Job Line, Career Center, Former Military

Turnover: Moderately low, 9% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 37% female, 63% male

Where The Jobs Are:

Construction

Government

Grocery Stores

Hospitals

Hotels

Manufacturing Companies

Retail Trade and Wholesale Trade

Schools and Colleges

Ship Construction and Repair

Sporting Goods Manufacturing

Employers' Employment Outlook: 16 employers responded, providing data representing 57 employees for this occupation.

3 employers project employment to grow and 13 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 240
Separations to 2006: 270
*Total Openings: 510

New Job Growth Rate: 15.1%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Director of Purchasing, Operations Manager, Associate Director, Materials Manager, Senior Purchasing Manager, Department Director, Associate Director, Vice President of Contracts, Purchasing General Manager, Director of Operations, Division President, Assistant Controller

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Purchasing Supervisors, Purchasing Agents

Related Codes: DOT - 162.157-022, 162-167-038,
O*NET - 11-3061.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

QUALITY ASSURANCE TECHNICIANS

169167994

Quality Assurance Technicians are responsible for developing, preparing installation, and revising test validation procedures / protocols to ensure product is manufactured in accordance with appropriate regulatory agency validation requirements, internal company standards, and current industry practices. Compiles and analyzes validation data, prepares reports, and makes recommendations for changes and/or improvements. May also investigate and troubleshoot problems which occur and determine solutions. Maintains validation documentation and files.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$10.00 - 14.00	\$11.99
New Hires, With Experience:	\$7.50 - 19.18	\$15.29
After Three Years With the Firm:	\$9.00 - 28.77	\$20.00

Average Weekly Hours: Most (74%) Quality Assurance Technicians work full-time, 41 hours per week. Some (26%) work on a temporary or on-call basis, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	100%	0%	0%
Dental Insurance:	88%	0%	13%
Vision Insurance:	56%	0%	44%
Life Insurance:	69%	0%	31%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	88%	0%	13%
Retirement Plan:	6%	69%	25%
Child Care:	0%	6%	94%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a high school diploma or equivalent. Some (25%) require a bachelor degree and a few (13%) require an associate degree.

Training: Some (25%) firms accept one year of training as a substitute for experience. Many (44%) require one year vocational training in bio-engineering, computer programming, or medical device manufacturing.

Education / Training Providers: See Appendix A, page 237

Experience: All firms either require (56%) or prefer (44%) 1-2 years work experience as a Quality Assurance Technician. Some (36%) accept 1-3 years experience in computer and software manufacturing, electronics and circuit board assembly, medical device manufacturing, pharmaceutical, and drug manufacturing with an emphasis on ISO 6000 standards.

Skills rated "very important:"

Record keeping and documentation skills
Ability to do accurate work
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Ability to maintain quality control standards
Ability to work on a team
Ability to analyze data
Ability to work independently
Troubleshooting skills
Knowledge of regulatory product compliance
Ability to solve problems
Ability to make recommendations for improvements

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Quality Assurance Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Private Employment Agencies, Internet

Turnover: Moderate, 17% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 39% female, 61% male

Where The Jobs Are:

Electronics and Circuit Board Assembly
Medical Device Manufacturing
Pharmaceutical and Drug Manufacturing
Software Developers

Employers' Employment Outlook: 16 employers responded, providing data representing 132 employees for this occupation.

15 employers project employment to grow and 1 expects it to remain stable over the next two years

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Quality Assurance Supervisor, Quality Assurance Manager, Quality Assurance Director, Test Engineer

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Quality Assurance Inspectors, Quality Assurance Testers, Software Testers, Test Technicians, Inspectors, Quality Assurance Programmers, Quality Analysts, Quality Assurance Specialists, Calibration Technicians, Quality Assurance Associates

Related Codes: DOT - 033.262-010, 168.287-014,
O*NET - Not available

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RADIOLOGIC TECHNOLOGISTS

OES 329190

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$12.27 - 17.00	\$15.50
New Hires, With Experience:	\$13.00 - 22.00	\$18.00
After Three Years With the Firm:	\$17.26 - 28.00	\$24.00

Average Weekly Hours: Almost all (81%) Radiologic Technologists work full-time, 43 hours per week. A few (19%) work part-time, 33 hours per week.

Shifts: All (100%) employers report having day shifts, some (33%) have swing shifts, and a few (13%) have graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Not Provided</u>
Medical Insurance:	80%	0%
Dental Insurance:	73%	7%
Vision Insurance:	67%	13%
Life Insurance:	67%	13%
Paid Sick Leave:	80%	0%
Paid Vacation:	80%	0%
Retirement Plan:	67%	13%
Child Care:	0%	80%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) require a high school diploma or equivalent. Some (27%) require an associate degree.

Training: Some (29%) firms accept 2-3 years training as a substitute for work experience. All (100%) require 2-3 years technical or vocational training in Radiologic Technology and X-Ray Certificate or Radiation License.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Most (60%) firms require 1-2 years work experience as Radiologic Technologist. A few (14%) employers accept 2-3 years experience as a medical assistant or working with radiation.

Skills rated "very important:"

Ability to read and follow instructions
 Ability to operate radiologic equipment
 Ability to operate medical X-ray equipment
 Ability to use clinical radiation safety procedures
 Ability to work under pressure
 Knowledge of anatomy and physiology
 Ability to apply patient care procedures
 Ability to work independently
 Knowledge of medical terminology
 Ability to apply sanitation practices
 Ability to maintain medical diagnostic equipment
 Ability to read and understand operating manuals
 Ability to operate magnetic resonance imager
 Ability to operate ultrasound equipment
 Ability to administer radioactive isotopes
 Ability to administer CT scans
 Possession of computer skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Radiologic Technologists**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderate, 11.3% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 72% female, 28% male

Where The Jobs Are:

Hospitals

Offices and Clinics of Medical Doctors

Radiology Consultants

Employers' Employment Outlook: 15 employers responded, providing data representing 143 employees for this occupation.

10 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 90
Separations to 2006: 100
*Total Openings: 190

New Job Growth Rate: 8.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Radiology Supervisor, Lead Technician, Department Manager, MRI Specialist, Chief Technician, CAT Scan Operator, X-Ray Technician

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 078.362-026, O*NET - 29-2034.00, 29-2034.01, 29-2034.02

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RECEPTIONISTS AND INFORMATION CLERKS

OES 553050

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 8.00	\$7.00
New Hires, With Experience:	\$7.00 - 11.51	\$9.00
After Three Years With the Firm:	\$9.00 - 13.50	\$12.00

Average Weekly Hours: Almost (88%) Receptionists and Information Clerks work full-time, 40 hours per week. A few (11%) work part-time, 21 hours per week,

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	47%	27%	13%
Dental Insurance:	33%	20%	20%
Vision Insurance:	27%	7%	20%
Life Insurance:	40%	13%	20%
Paid Sick Leave:	80%	0%	0%
Paid Vacation:	80%	0%	0%
Retirement Plan:	60%	13%	7%
Child Care:	0%	0%	0%

Other employers specified: 401-K Plan, 403-B Plan, Profit Sharing, Paid Holidays, Flexible Spending Account

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Many (45%) firms accept six months of training as a substitute for work experience. Almost all (87%) do not require vocational training. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 237

Experience: Most (67%) firms require one year work experience as a Receptionist. Almost all (91%) accept one year experience as a Administrative Assistant, Customer Service Representative, Retail Sales Clerk, General Office Clerk, Telephone Operator, or in public contact positions.

Skills rated "very important:"

Ability to work independently
 Telephone answering skills
 Oral communication skills
 Good nature, friendly, and positive attitude
 Ability to read and follow instructions
 Ability to handle crisis situations
 Customer service skills
 Ability to work under pressure
 Personal appearance
 Ability to write effectively
 Ability to sit for long periods of time
 Ability to use a multi-line command system
 Ability to perform other clerical functions
 Knowledge of company products or services

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Receptionists and Information Clerks**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 81% female, 19% male

Where The Jobs Are:

Receptionists and Information Clerks can be found in many types of firms, such as:

Accounting, Banks, Mortgage, and Insurance Companies

Advertising Firms

Beauty Shops

Doctor and Dental Offices

Government

Hospitals and Clinics

Legal Services

Religious and Civic Organizations

Schools and Colleges

Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 64 employees for this occupation.

4 employers project employment to grow and 11 expect it to remain stable over the next two years

OES Growth Projections: New jobs through 2006: 2,690
Separations to 2006: 2,080
*Total Openings: 4,770

New Job Growth Rate: 19.1%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Bookkeeper, Accounting Clerk, Purchasing Agent, Legal Secretary, Administrative Assistant, Secretary, Marketing Assistant, Information Systems Assistant, Payroll Clerk, Staffing Coordinator, Schedule Manager, Human Resources Assistant, Office Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 237.367-038, 237.367-022,
O*NET - 43-4171.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

RECREATION WORKERS

OES 273110

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 8.50	\$6.79
New Hires, With Experience:	\$5.75 - 12.38	\$8.50
After Three Years With the Firm:	\$7.00 - 17.68	\$10.50

*Combined union and non-union wages

Average Weekly Hours: Many (46%) Recreation Workers work part-time, 22 hours per week. Some (38%) work on a seasonal basis, 19 hours per week, and a few (14%) work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts. Some (24%) also have evening and weekend shifts.

Fringe Benefits, Who Pays*

	Full-Time E'er Pays All	Part-Time E'er Pays All
Medical Insurance:	50%	0%
Dental Insurance:	44%	0%
Vision Insurance:	38%	0%
Life Insurance:	31%	0%
Paid Sick Leave:	63%	6%
Paid Vacation:	63%	6%
Retirement Plan:	63%	0%
Child Care:	6%	6%
Other employers specified: 401-K Plan, Tuition Reimbursement, Paid Holidays		

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (71%) firms require a high school diploma or equivalent. Some (24%) hire those with less than a high school education and a few (6%) require an associate degree

Training: Most (60%) firms accept 3-6 months training as a substitute for work experience. Some (29%) require 3-6 months vocational training. Employers look for applicants with recreational or lifeguard training and may require a Red Cross First Aid Card or CPR certification. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 238

Experience: Some (29%) firms require 1-2 years work experience as a Recreation Worker. Most (70%) accept one year experience in Child Care, public education, recreational assistance, or public contact occupations.

Skills rated "very important:"

Work well with children
 Possession of a clean police record
 Interpersonal skills
 Ability to administer emergency first aid
 Ability to exercise patience
 Oral communication skills
 Ability to work independently
 Ability to plan and organize the work of others
 Outgoing personality
 Ability to apply principles of recreation
 Leadership and organizational skills
 Multi cultural familiarity
 Possession of a CPR certification
 Ability to apply teaching techniques
 Knowledge of handicapped programs

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Recreation Workers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others include: Postings at Recreational Centers, Job Hot Line

Turnover: Very low, 3% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 55% female, 45% male

Where The Jobs Are:

Civic and Social Organizations

Local Government

Employers' Employment Outlook: 17 employers responded, providing data representing 844 employees for this occupation.

9 employers project employment to grow and 8 expect it to remain stable over the next two years

OES Growth Projections: New jobs through 2006: 350
Separations to 2006: 510
*Total Openings: 860

New Job Growth Rate: 13.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Lead Recreational Worker, Camp Director, Park Director, Program Director, Recreational Leader, Recreation Manager, Program Specialist, Recreational Supervisor, Recreational Coordinator

Unionization/Collective Bargaining: Yes. 18% of employers and 25% of employees were unionized.

Alternate Job Titles: Recreational Specialists, Tutors

Related Codes: DOT - 195.367-030, 195.227-014,
O*NET - 39-3091.00, 39-9032.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

REGISTERED NURSES

OES 325020

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$16.00 - 22.00	\$18.50
New Hires, With Experience:	\$17.50 - 24.00	\$20.00
After Three Years With the Firm:	\$20.00 - 26.00	\$22.00

Average Weekly Hours: Most (69%) Registered Nurses work full-time, 40 hours per week. Some (30%) work part-time, 21 hours per week.

Shifts: Almost all (93%) employers report having day shifts; most (67%) have swing shifts, and many (53%) have graveyard shifts.

Fringe Benefits, Who Pays*

Employer Pays All

	<u>Full-Time</u>	<u>Part-Time</u>
Medical Insurance:	93%	27%
Dental Insurance:	93%	27%
Vision Insurance:	93%	20%
Life Insurance:	47%	0%
Paid Sick Leave:	47%	7%
Paid Vacation:	60%	13%
Retirement Plan:	53%	7%
Child Care:	0%	0%
Other employers specified: 401-K Plan		

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require an associate degree.

Training: Most (67%) firms require two years vocational training and possess either a Registered Nurse License, Registered Nursing Degree or Certificate. Registered Nurses must also possess a license issued by the California Board of Registered Nurses. Many employers prefer applicants who can use a laptop computer and have word processing and spreadsheet software skills.

Education / Training Providers: See Appendix A, page 238

Experience: Many (47%) firms require 1-2 years work experience as a Registered Nurse. Almost all (90%) do not accept experience in other occupations.

Skills rated "very important:"

Ability to follow medical safety procedures
 Ability to read and follow instructions
 Ability to conduct patient assessments
 Ability to apply patient care procedures
 Ability to chart medical data and prepare patient reports
 Ability to work under pressure
 Ability to perform routine medical tests
 Knowledge of the composition and properties of drugs
 Ability to apply sanitation practices
 Ability to administer injections, medications, and treatments
 Ability to work independently
 Ability to take vital signs
 Ability to prepare patients for exams and treatments
 Ability to understand and use medical terminology
 Knowledge of anatomy
 Ability to collect blood samples
 Ability to lift/transport patients

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Registered Nurses**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Others include: Word of Mouth, Job Fairs

Turnover: Very low, 4.4% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 84% female, 16% male

Where The Jobs Are:

Hospitals

Local Government

Nursing and Personal Care Facilities

Offices and Clinics of Medical Doctors

Temporary Placement Services

Schools and Colleges

Employers' Employment Outlook: 15 employers responded, providing data representing 1,004 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 1,870
Separations to 2006: 1,710
*Total Openings: 3,580

New Job Growth Rate: 13.2%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Staff Nurse Coordinator, Care Coordinator, Shift Supervisor, Center Manager, Center Director, Clinical Coordinator, Head Nurse, Director of Nursing

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 075.264-014, 075.374-014, 075.374-018, 354.374-010, **O*NET** - 29-1111.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

ROOFERS

OES 878080

Roofers perform duties concerned with covering roofs of structures with slate, asphalt, aluminum, wood, and related materials using brushes, knives, punches, hammers and others tools. They may spray roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of structures.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$5.75 - 9.00	\$7.50
New Hires, With Experience:	\$6.50 - 17.00	\$10.00
After Three Years With the Firm:	\$8.00 - 20.00	\$14.50

*Combined union and non-union wages

Average Weekly Hours: Many (58%) Roofers work full-time, 38 hours per week. Some (30%) work part-time, 25 hours per week. A few work on a temporary or on-call basis, (7%) 25 hours per week or on a seasonal basis, (5%) 34 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	Employer Pays All	Shared Cost	Not Provided
Medical Insurance:	33%	27%	27%
Dental Insurance:	7%	7%	73%
Vision Insurance:	7%	0%	80%
Life Insurance:	7%	0%	80%
Paid Sick Leave:	13%	0%	73%
Paid Vacation:	33%	0%	53%
Retirement Plan:	0%	7%	80%
Child Care:	0%	0%	87%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many firms require either a high school diploma or equivalent (56%) or hire those with less than a high school education (44%).

Training: Some (36%) firms accept training as a substitute for work experience.

Education / Training Providers: See Appendix A, page 239

Experience: Many (50%) firms do not require, but prefer applicants with related work experience or completed apprenticeship programs.

Skills rated "very important:"

Ability to work from ladders and scaffolds (good balance)
 Ability to work in extreme weather conditions
 Ability to do heavy lifting and strenuous work
 Knowledge of roofing materials
 Oral communication skills
 Ability to work under pressure
 Ability to plan and supervise work of others
 Ability to work independently
 Knowledge of waterproofing foundation walls and floors
 Familiar with applying asphalt, tar, or gravel to roofs
 Knowledge of first aid and CPR
 Minor carpentry skills
 Knowledge of safe working procedures
 Ability to use small hand tools
 Ability to provide own hand tools and transportation

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Roofers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Employee Referrals, Newspaper Advertisements

Turnover: Moderate, 11% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 6% female, 94% male

Where The Jobs Are:

Roofing, Siding, and Sheet Metal Contractors

Employers' Employment Outlook: 16 employers provided data to develop this profile.

10 project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 200
Separations to 2006: 330
*Total Openings: 530

New Job Growth Rate: 15.5%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Journey Level Roofers, Shinglers, Tilemen, Kettlemen, Hot Crewmen, Repairmen

Related Codes: DOT - 866.381-010, O*NET - 47-2181.00

Promotional Opportunities: Foreman, Supervisor, Crew Chief, Estimator, Sales Representative

Unionization/Collective Bargaining: Yes. 6% of employers and 16% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALES AGENTS, ADVERTISING

OES 430230

Sales Agents, Advertising sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$10.00 - 21.58	\$14.38
After Three Years With the Firm:	\$11.51 - 28.77	\$20.14

* Includes commissions.

Average Weekly Hours: Almost all (98%) Sales Agents, Advertising work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	<u>Employer Pays All</u>	<u>Not Provided</u>
Medical Insurance:	84%	11%
Dental Insurance:	79%	16%
Vision Insurance:	63%	32%
Life Insurance:	42%	53%
Paid Sick Leave:	95%	5%
Paid Vacation:	95%	5%
Retirement Plan:	74%	21%
Child Care:	5%	89%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (79%) firms require a bachelor degree and some (21%) hire those with a high school diploma or equivalent.

Training: Some (33%) firms accept 6-12 months training as a substitute for work experience. Most (74%) do not require vocational training. Applicants with word processing, spreadsheet, and desktop publishing experience are preferred. Employers reported using the following software applications: PowerPoint, PageMaker, MS Publisher, Illustrator, and Adobe Photoshop.

Education / Training Providers: See Appendix A, page 239

Experience: Almost all (84%) firms require 1-2 years of experience as a Advertising Sales Agent. A few (17%) accept six months to one year experience in other sales related positions

Skills rated "very important:"

Customer service skills
 Verbal presentation skills
 Ability to work under pressure
 Ability to work independently
 Ability to use correct grammar, punctuation, and spelling
 Apply telephone communication as sales tool
 Ability to demonstrate goods and services
 Possession of a valid driver's license
 Ability to conduct sales presentations
 Ability to develop advertising strategy
 Ability to use written communication in sales work
 Ability to monitor consumer and marketing trends
 Ability to design advertising layouts
 Ability to develop pricing strategy
 Ability to apply telemarketing techniques

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Sales Agents, Advertising**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Internet, Newspaper Advertisements

Turnover: Moderate, 13.8% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 51% female, 49% male

Where The Jobs Are:

Advertising Agencies

Cable Services

Magazines and Periodicals

Newspapers

Radio and Television Broadcasting

Employers' Employment Outlook: 19 employers responded, providing data representing 170 employees for this occupation.

7 employers project employment to remain stable and 12 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 410
Separations to 2006: 280
*Total Openings: 690

New Job Growth Rate: 33.1%* Projected growth much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Regional Sales Manager, National Account Executive, Executive Sales Agent, Operational Manager Account Coordinator, Marketing Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Marketing Consultants, Account Managers, Account Executives

Related Codes: DOT - 254.357-014, O*NET - 41-3011.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALES REPRESENTATIVES, EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL

OES 490080

Sales Representatives, Except Scientific and Related Products and Services, sell goods and services for wholesalers or manufacturers to businesses or groups of individuals. This work requires a substantial knowledge of the items sold. Sales representatives solicit orders from established clients or secure new customers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$9.00 - 16.06	\$10.36
With Commissions:	\$9.54 - 17.84	\$12.10
New Hires, With Experience:	\$6.44 - 21.31	\$13.04
With Commissions:	\$9.68 - 29.44	\$17.19
After Three Years With the Firm:	\$7.36 - 19.61	\$14.20
With Commissions:	\$13.86 - 42.61	\$25.13

Average Weekly Hours: Almost all (82%) Sales Representatives work full-time, 43 hours per week. A few work part-time, (14%) 34 hours per week or on a temporary or on-call basis, (4%) 25 hours per week.

Shifts: All (100%) employers report having day shifts. A few (18%) also have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	56%	44%	0%
Dental Insurance:	50%	44%	6%
Vision Insurance:	39%	44%	17%
Life Insurance:	56%	28%	17%
Paid Sick Leave:	65%	33%	0%
Paid Vacation:	67%	33%	0%
Retirement Plan:	50%	33%	17%
Child Care:	0%	6%	94%

Other employers specified: 401-K Plan, Company Car, Paid Holidays, Disability Insurance, Expense Account, Stock Purchase Plan, Employee Assistance Program

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (61%) firms require a high school diploma or equivalent. Some (28%) require a bachelor degree and a few (11%) require an associate degree.

Training: Some (39%) firms accept training as a substitute for work experience. A few (6%) require vocational training. Applicants with word processing, spreadsheet, and database computer software skills are preferred.

Education / Training Providers: See Appendix A, page 240

Experience: Most (61%) firms require 1-3 years in retail/wholesale sales or customer service.

Skills rated "very important:"

Oral communication skills
Interpersonal and customer service skills
Knowledge of company products
Ability to work under pressure
Organizational skills
Willingness to work on a commission basis
Willingness to work long hours
Ability to work independently
Ability to develop sales leads and new accounts
Ability to provide own transportation
Negotiation skills
Ability to display or demonstrate product
Business math skills
Record keeping skills
Positive attitude

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Sales Representatives**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referral, Newspaper Advertisement, In House Promotion or Transfer

Others includes: Internet, Customer Referrals, Trade Journals, Job Fairs

Turnover: Moderate, 16% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 34% female, 66% male

Where The Jobs Are:

Building Materials
Business Services
Clothing Manufacturers
Computers, Software, and Office Equipment
Electronic Parts and Equipment
Groceries and Related Products
Help Supply Services
Industrial Machinery
Medical and Hospital Supplies and Equipment
Motor Vehicle Supplies and Parts
Pharmaceuticals
Sporting and Athletic Goods

Employers' Employment Outlook: 18 employers provided data to develop this profile.

11 project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,180
Separations to 2006: 1,580
*Total Openings: 2,760

New Job Growth Rate: 13.6%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Sales Specialists, Field Sales Engineers, Area Sales Representatives, Contract Sales Directors, Outside Sales Representatives, Account Executives, Account Managers, Major Systems Representatives, Customer Service Representatives, Sales Managers

Related Codes: DOT - 260.357-014, 274.357-034, 275.357-034, 277.357-026, 279.357-014, **O*NET** - 41-4011.00

Promotional Opportunities: Sales Manager, District Sales Manager, Regional Sales Manager, Customer Service Representative, Account Manager

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES (EXCEPT RETAIL)

OES 490050

Sales Representatives, Scientific and Related Products and Services (except Retail), sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. This does not include Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering.

WAGES AND BENEFITS

Hourly Wages

	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$7.19 - 21.58	\$15.00
After Three Years With the Firm:	\$9.59 - 33.56	\$18.84
Commissions were paid by a few employers - Range: \$3.45 - 19.18		

Average Weekly Hours: Almost all (98%) Sales Representatives worked full-time, 41 hours per week. Few (2%) work part-time, 20 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	81%	13%	6%
Dental Insurance:	81%	13%	6%
Vision Insurance:	63%	6%	31%
Life Insurance:	81%	6%	13%
Paid Sick Leave:	81%	0%	19%
Paid Vacation:	94%	0%	6%
Retirement Plan:	31%	44%	6%
Child Care:	0%	6%	94%
Other employers specified: 401-K Plan, Paid Holidays, Educational Assistance			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (69%) firms require a bachelor degree. Some (31%) require a high school diploma or equivalent.

Training: Almost all (94%) firms do not accept training as a substitute for work experience. All (100%) do not require vocational training. Applicants with word processing, spreadsheet, and database software skills are preferred.

Education / Training Providers: See Appendix A, page 240

Experience: Almost all (94%) firms require 2-4 years work experience as a Sales Representative.

Skills rated "very important:"

Ability to demonstrate knowledge of specific products
Ability to apply sales techniques
Ability to work independently
Oral communications skills
Customer service skills
Ability to resolve customer complaints
Ability to use a computer
Ability to read and follow instructions
Negotiation skills
Verbal presentation skills
Interpersonal skills
Ability to prepare and arrange sales contracts
Ability to write legibly
Possession of a reliable vehicle
Record keeping skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Sales Representatives, Scientific**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Internet, Employee Referrals

Others include: Networking

Turnover: Moderate, 13% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 31% female, 69% male

Where The Jobs Are:

Business Research Services

Communications Equipment

Computers and Data Processing

Durable Goods Manufacturing

Electrical Goods, Components, and Equipment

Engineering and Architectural Services

Machinery, Equipment, and Supplies

Pharmaceutical Manufacturing

Employers' Employment Outlook: 16 employers responded, providing data representing 104 employees for this occupation.

12 employers project employment to grow and 4 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 750
Separations to 2006: 730
*Total Openings: 1,480

New Job Growth Rate: 19.2%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Branch Sales Manager, Sales Supervisor, Regional Sales Manager, Project Manager, District Sales Manager, Area Sales Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Account Executives, Account Consultants, Corporate Account Managers, Application Sales Engineers, Technical Sales Representatives

Related Codes: DOT - 262.357-010, 271.257-010, 271.257-014, 273.357-010, 274.357-018, 275.257-010, 276.257-010, 276.357-014, O*NET - 41-4011.00, 41-4011.03, 41-4011.05, 41-4011.06

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES 490112

Retail Salespersons (except vehicle sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. This does not include workers who work primarily as Cashiers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$5.75 - 7.00	\$6.50
New Hires, With Experience:	\$6.35 - 8.50	\$7.50
After Three Years With the Firm:	\$7.00 - 11.00	\$9.00
Commissions paid by a few employers - Range: \$0.75 - 3.00 per hour		

Average Weekly Hours: Most (61%) Retail Salespersons work part-time, 25 hours per week. Some (39%) work full-time, 38 hours per week.

Shifts: All (100%) employers report having day and swing shifts.

Fringe Benefits, Who Pays*

	Full-Time	Part-Time
	<u>E'er Pays All</u>	<u>E'er Pays All</u>
Medical Insurance:	75%	31%
Dental Insurance:	69%	31%
Vision Insurance:	50%	25%
Life Insurance:	63%	31%
Paid Sick Leave:	56%	31%
Paid Vacation:	75%	38%
Retirement Plan:	6%	0%
Child Care:	6%	6%

Other employers specified: 401-K Plan

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms hire those with less than a high school diploma (56%) or require a high school diploma or equivalent (44%).

Training: No firms reported accepting training as a substitute for work experience or requiring vocational training.

Education / Training Providers: See Appendix A, page 240

Experience: Most (75%) firms do not require, but prefer 3-6 months work experience as a Retail Salesperson. Some (36%) accept 3-6 months experience as a Customer Service Representative.

Skills rated "very important:"

Willingness to work weekends, evenings, holidays, and overtime
Customer service skills
Cash handling skills
Oral communication skills
Public contact and interpersonal skills
Ability to work independently
Good grooming and appearance
Ability to read and follow instructions
Ability to operate a cash register
Ability to apply sales techniques

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Retail Salespersons**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Walk-In Applicants, Employee Referrals, In-House Promotion or Transfer

Others include: Help wanted signs in windows, High School and College Campus Recruiting, Job Fairs

Turnover: Moderately high, 22% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates 59% female, 41% male

Where The Jobs Are:

Appliance Stores
Auto Parts Suppliers
Clothing Stores
Department Stores
Family and Specialty Stores

Employers' Employment Outlook: 16 employers responded, providing data representing 2,020 employees for this occupation.

11 employers project employment to grow and 5 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 7,460
Separations to 2006: 10,090
*Total Openings: 17,550

New Job Growth Rate: 19.6%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Team Leader, Coordinator, Lead, Department Manager, Senior Sales Associate, Assistant Manager, Floor Manager, Store Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Sales Associates, Team Members, Checkout Operators, Merchandisers, Commission Associates

Related Codes: DOT - 261.357-066, 270.357-034, 270.357-058, 277.357-034, 277.357-058, 279.357-054, **O*NET** - 41-2031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SHEET METAL WORKERS

OES 891320

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

WAGES AND BENEFITS

Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$5.75 - 10.00	\$7.00
New Hires, With Experience:	\$7.00 - 13.00	\$10.13
After Three Years With the Firm:	\$10.00 - 18.00	\$14.50

*Combined union and non-union wages

Average Weekly Hours: Almost all (85%) Sheet Metal Workers work full-time, 41 hours per week. A few (14%) work part-time, 12 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	44%	39%	11%
Dental Insurance:	33%	39%	22%
Vision Insurance:	22%	17%	56%
Life Insurance:	17%	22%	56%
Paid Sick Leave:	22%	0%	72%
Paid Vacation:	78%	0%	17%
Retirement Plan:	33%	11%	50%
Child Care:	0%	0%	94%

Other employers specified: 401-K Plan

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (61%) firms hire those with less than a high school education. Some (39%) require a high school diploma or equivalent.

Training: Some (31%) firms accept training as a substitute for work experience. A few (11%) require vocational training, and provide three months on-the-job training.

Education / Training Providers: See Appendix A, page 241

Experience: Most (61%) firms do not require related work experience, but prefer 12-36 months prior experience. A few (7%) accept other occupational experience.

Skills rated "very important:"

Ability to pay attention to detail
 Knowledge of safe working practices and safety gear
 Ability to work under pressure and meet deadlines
 Good hand-eye coordination
 Ability to work independently
 Ability to stand continuously for two or more hours
 Ability to use hand tools and power tools
 Ability to use scribes, dividers, squares, and rulers
 Ability to work on a team
 Ability to use shears, breaks, presses, forming rolls, and routers
 Knowledge of shop mathematics
 Ability to read, interpret blueprints, or sketches
 Knowledge of machining and layout techniques
 Ability to use calipers, scales, micrometers
 Oral communication skills
 Knowledge of metallic materials (iron, copper, steel, aluminum)

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Sheet Metal Workers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Employment Development Department

Others include: Walk-In Applicants

Turnover: Moderate, 11% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 2% female, 98% male

Where The Jobs Are:

Fabricated Structural Metal Products
Heating and Air Conditioning Contractors
Ship Building and Repair

Employers' Employment Outlook: 18 employers provided data to develop this profile.

2 project employment to grow and 16 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 230
Separations to 2006: 330
*Total Openings: 560

New Job Growth Rate: 12.6%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Sheet Metal Installers, Layout Installer Mechanics, Shear Break Operators, CNC Machine Operators, Sheet Metal Welders, Deburrers, Grinders, Sheet Metal Fabricators, Ship Carpenters

Related Codes: DOT - 703.684-010, 730.684-074, 804.281-010, O*NET - 47-2211.00

Promotional Opportunities: Lead, Journeyman, Supervisor, Shop Foreman, Office Manager, General Manager

Unionization/Collective Bargaining: Yes. 11% of employers and 22% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SOFTWARE ENGINEERS

030062999

Software Engineers research, design, and develop computer software systems, in conjunction with hardware product development, applying principles and techniques of computer science, engineering, and mathematical analysis. They consult with hardware engineers and other engineering staff to evaluate interface between hardware and software, and operational and performance requirements of overall system. They formulate and design software systems to predict and measure outcome and consequences of design. They develop and direct software system testing procedures, programming, and documentation.

WAGES AND BENEFITS

Hourly Wages

	Range	Median
New Hires, No Experience:	\$11.00 - 19.18	\$15.77
New Hires, With Experience:	\$14.00 - 31.16	\$20.89
After Three Years With the Firm:	\$19.18 - 38.36	\$29.83

Average Weekly Hours: Almost all (93%) Software Engineers full-time, 44 hours per week. A few (6%) work part-time, 28 hours per week.

Shifts: All (100%) employers report having day shifts and a few (6%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	88%	6%	6%
Dental Insurance:	88%	6%	6%
Vision Insurance:	75%	6%	19%
Life Insurance:	75%	0%	25%
Paid Sick Leave:	88%	0%	13%
Paid Vacation:	88%	0%	13%
Retirement Plan:	31%	63%	6%
Child Care:	6%	25%	69%
Other employers specified: 401-K Plan, Signing Bonus			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (63%) firms require a bachelor degree. A few either require an associate degree (19%) or a high school diploma or equivalent (19%).

Training: Some (33%) firms accept 1-2 years training as a substitute for work experience. Many (56%) require 1-2 years vocational training in computer programming or a one year internship. Employers reported using the following computer programming applications: Assembler, Access, C, C++, Cold Fusion, HTML, Informix, Java, Oracle, SQL, and Visual Basic.

Education / Training Providers: See Appendix A, page 241

Experience: Most (63%) firms require 1-3 years work experience as a Software Engineer. Some (31%) employers accept two years experience as a Software Tester or have a background in computers.

Skills rated "very important:"

Computer programming skills
 Ability to meet deadlines
 Ability to work independently
 Analytical skills
 Ability to pay attention to detail
 Problem solving skills
 Ability to work on a team
 Ability to read and follow instructions
 Ability to work under pressure
 Knowledge of computer design

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Software Engineers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderately high, 22% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 16% female, 84% male

Where The Jobs Are:

Computer Programming Services
Data Processing Services
Research Facilities
Software Development Companies
Temporary Employment Agencies

Employers' Employment Outlook: 16 employers responded, providing data representing 412 employees for this occupation.

13 employers project employment to grow and 3 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Senior Programmer, Project Leader, Project Developer, Senior Firmware Engineer, Senior Software Developer, Senior Solutions Developer, Project Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Programmers I, II, III, Firmware Engineers, Software Programmers, Programmer Analysts, Multimedia Developers, Solutions Developers, Application Programmers, Field Engineers, Software Developers

Related Codes: DOT - 030.062-010, 030.162-010, 030.162-014, O*NET - 15-1031.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

OES 251020

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
Union:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$14.00 - 28.77	\$22.18
Union:	\$19.38 - 26.37	\$24.23
After Three Years With the Firm:	\$17.00 - 38.36	\$28.39
Union:	\$23.50 - 33.56	\$28.08

Average Weekly Hours: Almost all (99%) Systems Analysts work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	Employer Pays All	Not Provided
Medical Insurance:	80%	0%
Dental Insurance:	80%	0%
Vision Insurance:	67%	13%
Life Insurance:	87%	7%
Paid Sick Leave:	100%	0%
Paid Vacation:	100%	0%
Retirement Plan:	80%	7%
Child Care:	7%	87%
Other employers specified: Tuition Reimbursement		

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a bachelor degree. Some (33%) require an associate degree.

Training: Some (33%) firms accept nine months to two years training as a substitute for work experience. Almost all (80%) require six months to one year technical or vocational training, including: computer programming, server applications, A+ Certification, Windows NT, and Novell. Employers reported using the following software applications: Visio, Java, DMSII, and VB.

Education / Training Providers: See Appendix A, page 242

Experience: Almost all (93%) firms require 2-4 years work experience as a Systems Analysts. Some (38%) employers accept 2-4 years experience as a Database or Network Administrator.

Skills rated "very important:"

Ability to think logically
Analytical skills
Ability to read and follow instructions
Oral communications skills
Ability to work under pressure and meet deadlines
Ability to read/understand operating manuals
Ability to work independently
Ability to test/troubleshoot computer programs
Ability to evaluate computer system user requirements
Ability to implement computer system changes
Computer programming skills
Knowledge of data security procedures
Knowledge of network systems
Knowledge of Internet based technology
Data management skills
Ability to document progress in creating computer software
Ability to work as a team

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Systems Analysts, Electronic Data Processing**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:
Internet, Newspaper Advertisements, In-House Promotion or Transfer

Turnover: Moderate, 11.6% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates
66% male, 34% female

Where The Jobs Are:

Accounting Firms
Banks
Computer and Data Processing Services
Government
Hospitals
Insurance Companies
Temporary Placement Services
Schools, Colleges, and Universities

Employers' Employment Outlook: 15 employers responded, providing data representing 138 employees for this occupation.

9 employers project employment to remain stable and 6 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 2,940
Separations to 2006: 270
*Total Openings: 3,210

New Job Growth Rate: 59.2%* Projected growth is much faster than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Director of Information Technology, Senior System Programmer, Director of Information Systems, System Analyst II, III, Chief Information Officer, Project Manager, Lead Supervisor, Network Engineer

Unionization/Collective Bargaining: Yes, 20% of employers and 12% of employees were unionized.

Alternate Job Titles: Information Systems Coordinator/Analysts, Business Systems Analysts, Systems Analyst I, II, III, Information System Specialists, System Programmers

Related Codes: DOT - 030.167-014, 161.167-010,
O*NET - 15-1051.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS - KINDERGARTEN

OES 313040

Kindergarten Teachers teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.90 - 13.70	\$10.76
Union:	\$13.42 - 22.37	\$18.63
New Hires, With Experience:	\$7.19 - 14.25	\$11.51
Union:	\$13.42 - 23.37	\$18.63
After Three Years With the Firm:	\$11.51 - 15.98	\$14.13
Union:	\$14.86 - 26.23	\$20.86

Average Weekly Hours: Most (60%) Kindergarten Teachers work full-time, 38 hours per week. Many (40%) work part-time, 31 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time		Part-Time	
	E'er Pays All	Not Provided	E'er Pays All	Not Provided
Medical Insurance:	53%	0%	40%	13%
Dental Insurance:	47%	7%	33%	20%
Vision Insurance:	40%	13%	27%	27%
Life Insurance:	33%	20%	27%	27%
Paid Sick Leave:	53%	0%	47%	7%
Paid Vacation:	27%	27%	20%	33%
Retirement Plan:	40%	13%	27%	27%
Child Care:	27%	27%	13%	40%

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a bachelor degree.

Training: Some (20%) firms accept one year training as a substitute for work experience. Almost all (93%) do not require technical or vocational training, however employers in the public sector require applicants to possess a teaching credential. Applicants with word processing, spreadsheet, and PowerPoint software skills are preferred.

Education/ Training Providers: See Appendix A, page 245

Experience: Many (53%) firms do not require, but prefer 1-2 years work experience as Kindergarten Teacher. Some (29%) employers accept two years experience as a Teacher Assistant or Aide.

Skills rated "very important:"

Patience with children
 Ability to motivate students
 Ability to direct instructional activities of children
 Ability to evaluate student performance
 Ability to design classroom presentations
 Classroom management skills
 Ability to read and follow instructions
 Ability to handle crisis situations
 Ability to work independently
 Verbal presentation skills
 Possession of a clean police record
 Problem solving skills
 Ability to work on a team
 Ability to work under pressure
 Ability to prepare lesson plans/outlines
 Supervision skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Kindergarten Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Colleges and Universities, Employee Referrals, Newspaper Advertisements

Turnover: Very low , 2.5% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 95% female, 5% male

Where The Jobs Are:

Elementary and Secondary Schools

Private Schools

Religious Organizations

Employers' Employment Outlook: 15 employers responded, providing data representing 124 employees for this occupation.

11 employers project employment to remain stable and 4 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 280
Separations to 2006: 270
*Total Openings: 550

New Job Growth Rate: 16.7%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Grade School Teacher, Counselor, School Administrator, Assistant Principal with education and a teaching credential.

Unionization/Collective Bargaining: Yes, 47% of employers and 81% of employees were unionized.

Alternate Job Titles: None reported

Related Codes: DOT - 092.227-014, O*NET - 25-2012.00, 25-2041.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS – PRESCHOOL

OES 313030

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intelligent growth needed for primary school, in preschool, day care center, or other child development facility. They may be required to have State certification.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	- - - Insufficient Data - - -	
New Hires, With Experience:	\$6.75 - 9.00	\$7.50
After Three Years With the Firm:	\$7.00 - 11.00	\$8.75

Average Weekly Hours: Most (68%) Preschool Teachers work full-time, 39 hours per week. Some (32%) work part-time, 23 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees		
	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	59%	24%	12%
Dental Insurance:	47%	18%	24%
Vision Insurance:	24%	0%	71%
Life Insurance:	18%	6%	71%
Paid Sick Leave:	71%	18%	6%
Paid Vacation:	76%	18%	0%
Retirement Plan:	24%	12%	59%
Child Care:	53%	29%	12%

Other employers specified: Paid Holidays and Staff Days, Paid Organizational Membership

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many (59%) firms require an associate degree. Some (35%) require a high school diploma or equivalent.

Training: Many (41%) firms accept training as a substitute for work experience. In private schools, applicants must be 18 years of age and complete 12 semester units in early childhood education; or six months work in a licensed day care center; or be a valid Child Development Associate and have six months on-the-job training, and/or work experience. In public schools, applicants must have an instructional permit issued by the Commission of Teacher Credentialing.

Education / Training Providers: See Appendix A, page 246

Experience: Almost all (94%) firms require 6-36 months related work experience. Some (19%) accept 6-24 months of experience as a Child Care Provider, Camp Counselor, or Nurse. A few responding employers report hiring inexperienced applicants.

Skills rated "very important:"

Patience with young children
 Oral communication and report writing skills
 Ability to plan and supervise work of students
 Ability to monitor group child activities
 Ability to motivate students
 Ability to plan a course of instruction
 Ability to read and follow instructions
 Ability to work independently
 Ability to give one-on-one instruction
 Ability to keep records of student progress
 Ability to involve parents in child's progress
 Ability to work under pressure
 Knowledge of first aid and CPR
 Ability to plan daily and long-term schedules
 Possession of a Child Development Associate credential (CDA)

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	Insufficient
Not Difficult		Data
Few Employers Hire		

Job Market for: **Preschool Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Insufficient Data**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Colleges and Universities

Others include: Postings with Church Associations

Turnover: Moderate, 20% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 99% female, 1% male

Where The Jobs Are:

Child Day Care Services

Colleges and Universities

Elementary and Secondary Schools

Religious Organizations

Employers' Employment Outlook: 17 employers provided data to develop this profile.

7 project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 1,090
Separations to 2006: 650
*Total Openings: 1,740

New Job Growth Rate: 28.2%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Teacher Aides, Teacher Assistants, Child Development Specialists

Related Codes: DOT - 092.227-018, 166.221-010,
O*NET - 25-2011.00

Promotional Opportunities: Associate Teacher, Supervisor, School Director, Assistant Teaching Supervisor

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS, SPECIAL EDUCATION

OES 313110

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$8.58 - 14.86	\$8.63
Union:	\$13.42 - 21.37	\$15.58
New Hires, With Experience:	\$8.63 - 19.18	\$13.66
Union:	\$14.25 - 24.07	\$17.20
After Three Years With the Firm:	\$10.07 - 21.58	\$16.78
Union:	\$15.34 - 26.60	\$20.72

Average Weekly Hours: Most (78%) Special Education Teachers work full-time, 39 hours per week. Some (22%) work part-time, 23 hours per week.

Shifts: Almost all (95%) employers report having day shifts. A few (10%) also work afternoons, evenings, and weekends.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	76%	10%	0%
Dental Insurance:	76%	5%	5%
Vision Insurance:	62%	0%	19%
Life Insurance:	76%	0%	10%
Paid Sick Leave:	81%	0%	5%
Paid Vacation:	67%	0%	19%
Retirement Plan:	71%	5%	10%
Child Care:	14%	0%	71%
Other employers specified: Long-Term Disability, Sabbatical Leave			

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (76%) firms require a bachelor degree. A few either require a graduate degree (19%) or an associate degree (5%).

Training: Some (28%) firms accept 1-2 years of training as a substitute for work experience. Special Education training consists of a fifth year of study after a bachelor degree is earned. Credentials are issued by the State of California Commission on Teacher Credentialing and renewed every five years. Teachers must take 150 hours of continuing education and meet the service requirements of teaching at least one semester to renew their credential. Applicants with word processing software skills are preferred.

Education / Training Providers: See Appendix A, page 247

Experience: Most (62%) firms do not require, but prefer 1-3 years work experience as a Special Education Teacher. Some (20%) employers accept three years prior experience as a Instructional Aide, two years as a Social Worker, or one year as an Elementary or Secondary Teacher.

Skills rated "very important:"

Classroom management, supervision, and discipline skills
 Possession of a clean police record
 Knowledge of children with special needs
 Ability to work under pressure
 Patience with children
 Ability to motivate students
 Ability to handle crisis situations
 Oral communication skills
 Ability to read and follow instructions
 Ability to write effectively
 Record keeping skills
 Multi-cultural familiarity
 Imagination and creativity

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Special Education Teachers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Colleges and Universities, Newspaper Advertisements

Others include: San Diego County Office of Education, Rehabilitation Agencies

Turnover: Moderately low, 8% in the past 12 months.

Size of 2001 Employment: Large - Between 3,323 - 7,198

Gender Representation: Local employer response indicates 82% female, 18% male

Where The Jobs Are:

Elementary and Secondary Schools (public)

Local Social Service Agencies

Private Special Education Schools

Employers' Employment Outlook: 21 employers responded, providing data representing 341 employees for this occupation.

11 employers project employment to grow and 10 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 980
Separations to 2006: 220
*Total Openings: 1,200

New Job Growth Rate: 29.4%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Special Education Counselor, Special Education Supervisor, School Administrator, Vice Principal

Unionization/Collective Bargaining: Yes. 67% of employers and 83% of employees were unionized.

Alternate Job Titles: Early Intervention Specialists, Resource Specialists, Braille Typing Teachers, Adaptive PE Teachers, Day Class Resource Specialists, Speech and Language Resource Specialists, Educational Therapists, Life Management Skills Instructors

Related Codes: DOT - 094.224-010, 094.224-030, 094.227-014, 094.227-022, 094.227-030, **O*NET** - 25-2041.00, 25-2042.00, 25-2043.00, 25-3021.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TEACHERS AND INSTRUCTORS - VOCATIONAL EDUCATION AND TRAINING

OES 313140

Vocational Education and Training Teachers and Instructors teach or instruct vocational and/or occupational subjects at the post-secondary level (but less than the baccalaureate) to students who have graduated or left high school. They teach subjects such as business, secretarial science, data processing, trades, or practical nursing. Includes correspondence school instructors; industrial, commercial or government training instructors; and instructors who prepare persons to operate industrial machinery and equipment and transportation and communications equipment. They may teach in public or private schools or in schools associated with organizations whose primary business is other than education.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$12.00	\$12.00
New Hires, With Experience:	\$8.00 - 27.59	\$13.50
After Three Years With the Firm:	\$10.00 - 32.02	\$17.87

*Combined union and non-union wages

Average Weekly Hours: Most (79%) Vocational Teachers and Instructors work part-time, 20 hours per week. A few (17%) work full-time, 38 hours per week or on a temporary or on-call basis, (4%) 6 hours per week.

Shifts: All employers (100%) report having day shifts. Many (54%) also have evening teaching assignments.

Fringe Benefits, Who Pays*

	Part-Time Employees		
	E'er Pays All	Shared Cost	Not Provided
Medical Insurance:	13%	4%	63%
Dental Insurance:	13%	0%	67%
Vision Insurance:	13%	0%	67%
Life Insurance:	13%	4%	63%
Paid Sick Leave:	25%	4%	50%
Paid Vacation:	33%	4%	42%
Retirement Plan:	8%	8%	63%
Child Care:	0%	0%	79%

Other employers specified: Tuition Reimbursement, Paid Holidays

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Many (50%) firms require a high school diploma or equivalent. Some (33%) require an associate degree and a few (17%) require a bachelor degree.

Training: A few (4%) firms accept training as a substitute for work experience. Most (63%) do not require vocational training. Employers prefer applicants with 2-5 years training in their chosen subject area. Applicants with word processing, spreadsheet, and database computer software skills or software specific to a vocation are preferred.

Education / Training Providers: See Appendix A, page 248

Experience: Almost all (96%) firms require 1-5 years related work experience. Some (29%) accept 3-5 years industry related experience in the area of instruction. A few employers report hiring inexperienced applicants.

Skills rated "very important:"

Oral communication skills
 Ability to plan and supervise work of students
 Ability to keep current in field of instruction
 Patience with students
 Ability to motivate students
 Ability to test and evaluate student achievement
 Ability to read and follow instructions
 Ability to prepare instructional materials and plan a course of instruction
 Ability to work independently
 Possess state teaching certificate
 Ability to work under pressure
 Ability to train students in the use of new computer software
 Willingness to work part-time
 Report writing and basic math skills
 Ability to access new employment and skill trends
 Reliability

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		X

Job Market for: **Vocational Teachers and Instructors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, Internet

Others include: Job Line, County Office of Education

Turnover: Moderate, 17% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 52% female, 48% male

Where The Jobs Are:

Colleges and Universities
Elementary and Secondary Schools
Schools and Educational Services
Vocational Schools

Employers' Employment Outlook: 24 employers provided data to develop this profile.

15 project employment to grow, 8 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 690
Separations to 2006: 260
*Total Openings: 950

New Job Growth Rate: 21.2%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Trainers, Instructors, Clinic Instructors, Instructors/Counselors, Teacher Associates, Credentialed Teachers

Related Codes: DOT - 090.222-010, 092.227-018, 097.221-010, 166.221-010, 375.227-010, **O*NET** - 25-1194.00

Promotional Opportunities: Instructor Supervisor, Lead Instructor, Program Specialist Coordinator, Director of Education/Operations, Student Administrator, Job Placement Director/Coordinator, Case Manager, School Director, School Superintendent

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TECHNICAL WRITERS

OES 340050

Technical Writers write or edit technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. They may oversee the preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$16.78 - 19.18	\$17.26
New Hires, With Experience:	\$16.78 - 28.77	\$20.62
After Three Years With the Firm:	\$19.18 - 33.56	\$28.77

Average Weekly Hours: Almost all (92%) Technical Writers work full-time, 40 hours per week. A few (5%) work part-time, 23 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	73%	20%	7%
Dental Insurance:	60%	20%	20%
Vision Insurance:	47%	13%	33%
Life Insurance:	87%	0%	13%
Paid Sick Leave:	93%	0%	7%
Paid Vacation:	93%	0%	7%
Retirement Plan:	67%	13%	20%
Child Care:	20%	7%	73%

Other employers specified: 401-K Plan, Stock Options

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (60%) firms require a bachelor degree and some (33%) require an associate degree.

Training: Some (33%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not require technical or vocational training. Applicants with word processing, spreadsheet, database, and desktop publishing software skills are preferred.

Education / Training Providers: See Appendix A, page 248

Experience: Almost all (80%) firms require 1-3 years work experience as a Technical Writer. Most (77%) do not accept other occupational experience.

Skills rated "very important:"

Ability to read and follow instructions

Ability to use correct grammar, punctuation, and spelling

Ability to read and evaluate written material

Ability to work on a team

Proofreading and documentation skills

Willingness to work long hours to meet deadlines

Ability to interpret technical material

Ability to work independently

Ability to read and understand catalogs and manuals

Ability to edit written material of others

Ability to layout materials for publication

Page layout and composition skills

Oral communication skills

Ability to use investigation techniques

Interpersonal skills

Ability to interview others for information

Ability to work under pressure

Ability to use the Internet as a research tool

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		X
Moderately Difficult	X	
Not Difficult		
Few Employers Hire		

Job Market for: **Technical Writers**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderately high, 27.1% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 52% male, 48% female

Where The Jobs Are:

Computer and Data Processing Services
Computer Hardware and Software Manufacturers
Engineering Services
Government
Hospitals
Personnel Supply Services
Research and Testing Services
Temporary Placement Services

Employers' Employment Outlook: 15 employers responded, providing data representing 62 employees for this occupation.

10 employers project employment to remain stable and 5 expect it to grow over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 150
*Total Openings: 370

New Job Growth Rate: 30.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Project Manager, Content Manager, Program Manager, Publication Manager, Team Leader

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Technical Documentation Specialists

Emerging Occupations: Graphic Designers, Web Media Specialists

Related Codes: DOT - 131.267-026, O*NET - 27-3042.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TELECOMMUNICATIONS TECHNICIANS

003061998

Telecommunications Technicians provide for day-to-day operation and technical oversight of assigned telecommunications systems, services, and facilities. They perform a range of telecommunication technical support functions. They troubleshoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility of emerging technologies.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$12.00 - 15.00	\$13.50
New Hires, With Experience:	\$9.13 - 25.00	\$17.00
After Three Years With the Firm:	\$16.00 - 30.00	\$23.97

*Combined union and non-union wages

Commissions were paid by a few employers - Range: \$1.31 - 3.45

Average Weekly Hours: Almost all (94%) Telecommunications Technicians work full-time, 41 hours per week. A few (6%) work temporary or on-call, 20 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	73%	20%	0%
Dental Insurance:	60%	13%	27%
Vision Insurance:	40%	7%	53%
Life Insurance:	60%	7%	33%
Paid Sick Leave:	80%	0%	20%
Paid Vacation:	93%	0%	7%
Retirement Plan:	47%	33%	13%
Child Care:	7%	7%	87%
Other employers specified: 401-K Plan, Stock Options			

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (47%) or an associate degree (40%). A few (13%) require a bachelor degree.

Training: Many (50%) firms accept 1-2 years training as a substitute for work experience. Many (47%) require 1-2 years vocational training in programming, telecommunication apprenticeships, certificate training, and Naval technical training. Applicants with word processing and spreadsheet software skills are preferred.

Education / Training Providers: See Appendix A, page 249

Experience: Almost all (80%) firms require 1-3 years work experience as a Telecommunication Technician. Some (33%) employers accept 2-5 years prior experience as a Data Communications Technician, Electrician, Personal Computer Technician, or Personal Computer Salesperson.

Skills rated "very important:"

Ability to meet deadlines
Ability to read and follow instructions
Oral communications skills
Ability to work independently
Knowledge of telecommunications equipment
Ability to work under pressure
Possession of mechanical aptitude
Ability to work on a team
Knowledge of electrical and electronic equipment
Ability to troubleshoot and repair communications systems
Knowledge of ground based and wireless communications systems
Basic math skills
Interpersonal skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Telecommunications Technicians**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Internet, Employee Referrals, Newspaper Advertisements

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Not available

Gender Representation: Local employer response indicates 8% female, 92% male

Where The Jobs Are:

Electrical Contractors

Colleges and Universities

Local Government

Telecommunications Companies

Telephone Companies and Service Providers

Temporary Employment Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 177 employees for this occupation.

12 employers project employment to grow and 3 expect it to remain stable over the next two years.

OES Growth Projections: Not available

New Job Growth Rate: Not available

OTHER INFORMATION

Promotional Opportunities: Lead Technician, Service Manager, Data Communications Manager, Operations/Sales Supervisor, Senior Telecom Network Administrator, Supervisor, Telecom Manager, Communications Supervisor, Operations/Sales Supervisor

Unionization/Collective Bargaining: Yes. 7% of employers and 12% of employees were unionized.

Alternate Job Titles: Telephone Technicians, Service Technicians, Telecom Engineers, System Technicians, Communication System Technicians, Cable Technicians, Installation Technicians

Related Codes: DOT - 822.281-018, 822.281-022, 822.381-014, O*NET - 49-2022.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

OES 857020

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.00 - 12.00	\$7.63
New Hires, With Experience:	\$8.00 - 15.34	\$10.00
After Three Years With the Firm:	\$9.75 - 20.00	\$13.00

Some employers may also pay a bonus or commissions.

Average Weekly Hours: Almost all (98%) Telephone and Cable T.V. Line Installers work full-time, 42 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	38%	56%	0%
Dental Insurance:	25%	44%	25%
Vision Insurance:	6%	25%	63%
Life Insurance:	25%	19%	50%
Paid Sick Leave:	44%	6%	44%
Paid Vacation:	81%	6%	6%
Retirement Plan:	38%	13%	44%
Child Care:	0%	0%	94%
Other employers specified: 401-K Plan, Profit Sharing, Paid Holidays, Cash Bonus Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Almost all (94%) firms require a high school diploma or equivalent.

Training: Many (47%) firms accept 6-24 months training as a substitute for work experience. Some (25%) require vocational training which maybe company on-the-job training or manufacturer's equipment certification.

Education / Training Providers: See Appendix A, page 250

Experience: Most (69%) firms do not require, but prefer applicants with 6-24 months of previous Lineman Installer work experience. Some (33%) accept 6-12 months experience as an Electrician, Electronics Technician, Computer Repairer, or other telecommunications background.

Skills rated "very important:"

Knowledge of safety equipment and procedures
 Ability to work independently
 Oral communication skills
 Ability to work under pressure
 Ability to use small hand tools
 Ability to read and interpret service orders
 Knowledge of electricians tools and test equipment
 Willingness to be on call
 Ability to read blueprints and circuit diagrams
 Ability to install cable, telephone wiring underground, or on poles
 Ability to climb, lift, or work in stooped and cramped positions
 Ability to install terminal boxes and lead-in wires
 Knowledge of television and cable wiring systems
 Soldering and splicing skills
 Math skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Telephone and Cable T.V. Line Installers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Newspaper Advertisements, In-House Promotion or Transfer.

Others include: Job Hotline, Former Military Personnel, Referrals from other companies, Career Center Network

Turnover: Moderate, 16% in the past 12 months

Size of 2001 Employment: Medium - 1,661- 3,322

Gender Representation: Local employer response indicates 7% female, 93% male

Where The Jobs Are:

Cable and Pay Television Services
Construction
Electrical Contractors
Telephone Communications

Employers' Employment Outlook: 16 employers provided data to develop this profile.

10 project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 470
Separations to 2006: 410
*Total Openings: 880

New Job Growth Rate: 29.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Cable Technicians, Cable Pullesr, Cable Installers, Service Technicians, Maintenance Technicians, Telephone Installers, Telephone Technicians, Central Office Equipment Installers

Related Codes: DOT - 821.281-010, 822.381-014,
O*NET - 49-2022.05

Promotional Opportunities: Technician Supervisor, Lead Installer, Installation Service Manager, Senior Technician, Project Manager/Coordinator/Supervisor, Field Supervisor, Installation Supervisor, Cable Programmer

Unionization/Collective Bargaining: None reported

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TOOL AND DIE MAKERS

OES 891020

Tool and Die Makers analyze a variety of specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinist's hand tools. Includes paper die makers and die sinkers, but does not include die setters.

WAGES AND BENEFITS

Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$13.27 - 15.18	\$14.23
New Hires, With Experience:	\$10.50 - 18.45	\$15.00
After Three Years With the Firm:	\$12.50 - 26.37	\$20.00

*Combined union and non-union wages

Average Weekly Hours: All (100%) Tool and Die Makers work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts..

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	75%	25%	0%
Dental Insurance:	75%	19%	6%
Vision Insurance:	69%	19%	13%
Life Insurance:	69%	19%	13%
Paid Sick Leave:	69%	13%	19%
Paid Vacation:	88%	13%	0%
Retirement Plan:	38%	19%	19%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%..

EMPLOYER REQUIREMENTS

Education: Most (75%) firms require a high school diploma or equivalent. A few (19%) hire those with less than a high school education.

Training: Some (25%) firms accept vocational or trade school training as a substitute for work experience. Many (50%) require vocational training.

Education / Training Providers: See Appendix A, page 250

Experience: Almost all (88%) firms require 3-5 years related work experience. A few (14%) accept other occupational experience. Few employers report hiring inexperienced applicants.

Skills rated "very important:"

Ability to read, interpret blueprints, or sketches
 Ability to pay attention to detail
 Ability to operate lathes, milling machines, shapers, and grinders
 Knowledge of machining and layout techniques
 Knowledge of shop mathematics
 Ability to stand continuously for two or more hours
 Ability to work on a team
 Ability to work independently
 Ability to work under pressure and meet deadlines
 Knowledge of tool and die design and construction
 Good hand-eye coordination
 Ability to use machinists hand tools and power tools
 Ability to use precision measuring instruments
 Knowledge of safe working practices and safety gear
 Familiarity with computer numerically controlled machining (CNC)
 Ability to use numerically controlled machine tools (NC)
 Metalworking, fabrication, and repair skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		
Not Difficult		X
Few Employers Hire		

Job Market for: **Tool and Die Makers**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Internet

Turnover: Very low, 3% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 3% female, 97% male

Where The Jobs Are:

Aircraft Parts and Equipment
Computer Equipment
Electronic Instruments
Engine and Turbine Manufacturing
Machine Tools and Metal Forming
Plastic Products
Sporting and Athletic Goods
Tool and Die Manufacturing

Employers' Employment Outlook: 16 employers provided data to develop this profile.

3 project employment to grow and 13 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 100
Separations to 2006: 100
*Total Openings: 200

New Job Growth Rate: 13.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Alternate Job Titles: Tool Makers, Tool Cutter Grinders, Tool and Die Maker Specialists, CNC Machine Operators

Related Codes: DOT - 601.260-010, O*NET - 51-4111.00

Promotional Opportunities: Lead Tool and Die Maker, Team Leader, Tool Room Supervisor, Journeyman, Senior Tool and Die Maker, Mechanical Engineer (with additional education)

Unionization/Collective Bargaining: Yes. 19% of employers and 46% of employees were unionized.

Data Collection Date: Summer 1999

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES 580280

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES AND BENEFITS

Hourly Wages

	Range*	Median*
New Hires, No Experience:	\$6.50 - 7.75	\$7.00
New Hires, With Experience:	\$6.75 - 11.88	\$8.25
After Three Years With the Firm:	\$8.00 - 15.00	\$10.00

*Combined union and non-union wages

Average Weekly Hours: Many Traffic, Shipping, and Receiving Clerks either work on a temporary or on-call basis (58%), 40 hours per week or full-time (42%), 44 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Shared Cost</u>	<u>E'ee Pays All</u>
Medical Insurance:	21%	64%	14%
Dental Insurance:	29%	57%	14%
Vision Insurance:	21%	43%	14%
Life Insurance:	36%	43%	14%
Paid Sick Leave:	71%	0%	0%
Paid Vacation:	100%	0%	0%
Retirement Plan:	64%	14%	14%
Child Care:	0%	0%	7%

Other employers specified: 401-K Plan, Profit Sharing

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (93%) firms require a high school diploma or equivalent. A few (7%) require less than a high school diploma.

Training: Some (31%) firms accept six months to one year of training as a substitute for work experience. A few (13%) require three months vocational or on-the-job training. Applicants with word processing and spreadsheet software skills are preferred. Employers reported using the following computer software applications: Avanti, Datatrack, Job Scope, Made to Manage, and Prod Star.

Education / Training Providers: No formal education or training programs for this occupation.

Experience: Many (47%) firms require six months to two years work experience as a Traffic, Shipping, and Receiving Clerk. Most (73%) accept 1-2 years of warehouse or manufacturing experience.

Skills rated "very important:"

Ability to read and follow instructions
 Knowledge of packing slips and invoicing
 Ability to work independently
 Ability to operate a forklift
 Ability to use hand trucks and pallet jacks
 Ability to write legibly
 Ability operate a computer
 Basic math skills
 Ability to lift at least 60 pounds
 Oral communication skills
 Possession of a valid drivers license
 Record keeping skills
 Ability to stand for long periods of time

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	
Not Difficult		X
Few Employers Hire		

Job Market for: **Traffic, Shipping, and Receiving Clerks**
Experienced Applicants: **Little competition in job search**
Inexperienced Applicants: **Very competitive job search**

Recruitment Methods, Three Most Frequently Used:
Newspaper Advertisements, Employee Referrals, Private Employment Agencies

Turnover: Moderate, 14% in the past 12 months.

Size of 2001 Employment: Very large - 7,199 and above

Gender Representation: Local employer response indicates
15% female, 85% male

Where The Jobs Are:

Colleges and Universities
Construction Supply
Department Stores
Freight Storage and Forwarding Services
Grocery Stores
Manufacturing
Temporary Employment Agencies
Wholesale and Retail Trade

Employers' Employment Outlook: 15 employers responded, providing data representing 95 employees for this occupation.

9 employers project employment to grow and 6 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 670
Separations to 2006: 1,010
*Total Openings: 1,680

New Job Growth Rate: 8%* Projected growth is slower than the county-wide average of 18.3%*.
*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Shipping Supervisor, Parts Salesperson, Warehouse Foreman/Manager, Operations Manager, Inventory Control Clerk, Traffic Coordinator, Materials Planner, Purchasing Agent

Unionization/Collective Bargaining: Yes. 7% of employers and 1% of employees were unionized.

Alternate Job Titles: Shipping Coordinators

Related Codes: DOT - 222.387-050, 222.687-022, 222.687-030,
O*NET - 43-5071.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

TRAVEL AGENTS

OES 430210

Travel Agents plan entire trips for customers of their travel agency. Their duties include determining destinations, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. Travel agents may specialize in foreign or domestic service, individual or group travel, specific geographical area, airplane charters, or package tours.

WAGES AND BENEFITS

Hourly Wages	Range*	Median*
New Hires, No Experience:	\$6.25 - 9.00	\$8.00
New Hires, With Experience:	\$8.00 - 12.50	\$10.00
After Three Years With the Firm:	\$9.00 - 15.00	\$12.00

*Employers report paying commissions

Average Weekly Hours: Almost all (94%) Travel Agents work full-time, 41 hours per week.

Shifts: All (100%) employers report having day shifts.

Fringe Benefits, Who Pays*

	Full-Time Employees	
	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	80%	20%
Dental Insurance:	60%	40%
Vision Insurance:	60%	40%
Life Insurance:	13%	87%
Paid Sick Leave:	73%	27%
Paid Vacation:	80%	20%
Retirement Plan:	13%	87%
Child Care:	0%	100%
Other employers specified: Bonuses		

*The percentage is based on the number of employers responding to this question.
Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: All (100%) firms require a high school diploma or equivalent.

Training: Most (67%) firms do not accept training as a substitute for work experience. Most (73%) require 4-12 months vocational training. Applicants with word processing, spreadsheet, and database software skills are preferred. Employers reported using the following reservation systems: Sabre, Apollo, World Span, and System 1.

Education / Training Providers: See Appendix A, page 250

Experience: Many (40%) firms require 1-2 years work experience as a Travel Agent. None of the reporting employers accepted other occupational experience.

Skills rated "very important:"

Ability to read and follow instructions
 Ability to communicate verbally
 Public contact and customer service skills
 Telephone answering skills
 Ability to schedule/coordinate hotel, resort, and cruise reservations
 Ability to write legibly
 Patience and positive attitude
 Ability to use sales techniques
 Ability to work under pressure
 Ability to use correct grammar, punctuation, and spelling
 Ability to work independently
 Interpersonal skills
 Record keeping skills
 Ability to sit for long periods of time
 Willingness to work long hours
 Bookkeeping skills
 Knowledge of geography

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Travel Agents**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Employee Referrals, Walk-In Applicants, Newspaper Advertisements

Turnover: Moderately low, 6.5% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 84% female, 16% male

Where The Jobs Are:

Travel Agencies

Employers' Employment Outlook: 15 employers responded, providing data representing 116 employees for this occupation.

8 employers project employment to grow and 7 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 220
Separations to 2006: 240
*Total Openings: 460

New Job Growth Rate: 14.7%* Projected growth is slower than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Office Manager

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 237.367-018, 252.152-010,
O*NET - 41-3041.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

VETERINARY ASSISTANTS

OES 798060

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, they perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$6.25 - 8.50	\$7.50
New Hires, With Experience:	\$7.50 - 10.00	\$8.50
After Three Years With the Firm:	\$8.50 - 13.50	\$10.00

Average Weekly Hours: Most (67%) Veterinary Assistants work full-time, 39 hours per week. Some (32%) work part-time, 21 hours per week.

Shifts: All (100%) employers report having day shifts and a few (13%) have evening or on-call shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>E'er Pays All</u>	<u>Not Provided</u>
Medical Insurance:	56%	13%
Dental Insurance:	38%	44%
Vision Insurance:	31%	50%
Life Insurance:	6%	81%
Paid Sick Leave:	44%	38%
Paid Vacation:	75%	6%
Retirement Plan:	13%	56%
Child Care:	0%	88%

Other employers specified: 401-K Plan, Attendance Bonus, Veterinary Products, and Service Discounts

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Almost all (88%) firms require a high school diploma or equivalent.

Training: Most (79%) firms accept 3-6 months training as a substitute for work experience. Some (38%) require 3-12 months vocational training as a Veterinary Assistant or Technician. Employers also prefer applicants who have attended a Pre Veterinary program. Applicants are usually trained on company specific software and possess word processing and database software skills.

Education / Training Providers: See Appendix A, page 251

Experience: Many (56%) firms do not require, but prefer 6-12 months work experience as a Veterinary Assistant. Many (43%) accept 6-12 months experience in a medical office or as a Receptionist.

Skills rated "very important:"

Ability to read and follow instructions
 Ability to communicate verbally
 Ability to observe and record animal behavior
 Ability to apply sanitation practices
 Ability to keep records and files
 Public contact and customer service skills
 Ability to take animal vital signs
 Ability to administer injections and medications
 Understanding medical terminology
 Ability to care and feed animals
 Ability to draw blood
 Ability to dress animal wounds
 Ability to assist with animal surgical procedures
 Ability to perform routine laboratory tests
 Ability to make customer appointments

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	
Moderately Difficult		X
Not Difficult		
Few Employers Hire		

Job Market for: **Veterinary Assistant**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, Walk-In Applicants

Turnover: Moderate, 18.1% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 86% female, 14% male

Where The Jobs Are:

Veterinary Services

Employers' Employment Outlook: 16 employers responded, providing data representing 141 employees for this occupation.

8 employers project employment to grow and 8 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 160
Separations to 2006: 60
*Total Openings: 220

New Job Growth Rate: 29.6%* Projected growth is much faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Senior Veterinary Assistant, Registered Veterinary Technician, Licensed Veterinary Technician

Unionization/Collective Bargaining: None reported

Alternate Job Titles: Registered Veterinary Assistants, Veterinary Technicians

Related Codes: DOT - 079.361-014, O*NET - 31-9096.00

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

KeyTerms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WELDERS AND CUTTERS

OES 939140

Welders and Cutters use flame cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products such as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

WAGES AND BENEFITS

Hourly Wages*	Range	Median
New Hires, No Experience:	\$6.50 - 10.00	\$9.80
New Hires, With Experience:	\$10.00 - 20.00	\$15.00
After Three Years With the Firm:	\$12.00 - 23.97	\$17.10

*Combined union and non-union wages

Average Weekly Hours: All (100%) Welders and Cutters work full-time, 40 hours per week.

Shifts: All (100%) employers report having day shifts and a few (7%) have swing shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	80%	13%	7%
Dental Insurance:	60%	13%	27%
Vision Insurance:	60%	13%	27%
Life Insurance:	60%	7%	33%
Paid Sick Leave:	73%	0%	27%
Paid Vacation:	100%	0%	0%
Retirement Plan:	60%	0%	40%
Child Care:	0%	0%	100%
Other employers specified: 401-K Plan			

*The percentage is based on the number of employers responding to this question. Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Most (73%) firms require a high school diploma or equivalent. Some (27%) hire those with less than a high school diploma.

Training: Many (56%) firms accept 1-2 years training as a substitute for work experience. Almost all (80%) do not accept technical or vocational training.

Education / Training Providers: See Appendix A, page 251

Experience: Most (60%) firms require 1-5 years work experience as Welders and Cutters. Most (78%) employers accept 1-5 years other occupational experience such as Marine/Naval Welders, Journey Level Shipyard Welder, Plumbing, Pipefitter, Metal Fabrication, Stainless Steel Welder, or other mechanical construction trades.

Skills rated "very important:"

Ability to read and follow instructions
 Knowledge of safe working practices
 Ability to work independently
 Possession of mechanical aptitude
 Ability to use hand and power tools
 Ability to perform physically demanding tasks
 Ability to stand for long periods of time
 Ability to pass a work performance test
 Ability to work in awkward positions or confined spaces
 Ability to do arc welding
 Ability to lift and move heavy objects
 Ability to apply metal fabrication techniques
 Basic math skills
 Ability to read blueprints and technical drawings
 Ability to do precision work
 Ability to operate computerized welding machines

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult	X	X
Moderately Difficult		
Not Difficult		
Few Employers Hire		

Job Market for: **Welders and Cutters**

Experienced Applicants: **No competition in job search**

Inexperienced Applicants: **No competition in job search**

Recruitment Methods, Three Most Frequently Used:

Newspaper Advertisements, Employee Referrals, In-House Promotion or Transfer

Turnover: Very low, 3.4% in the past 12 months.

Size of 2001 Employment: Medium - Between 1,661 - 3,322

Gender Representation: Local employer response indicates 99% male, 1% female

Where The Jobs Are:

Aircraft and Parts Manufacturing
Auto Body Repair Shops
Engine and Turbine Manufacturing
Fabricated Structural Metal Products
Heavy Construction
Metal Repair Shops
Ship and Boat Building/Repairing

Employers' Employment Outlook: 15 employers responded, providing data representing 519 employees for this occupation.

7 employers project employment to grow, 7 expect it to remain stable, and 1 expects it to decline over the next two years.

OES Growth Projections: New jobs through 2006: 460
Separations to 2006: 490
*Total Openings: 950

New Job Growth Rate: 17.8%* Projected growth is about the same as the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Leadperson, Shop Foreman, Production Leadperson, Tradesman I, II, III, Journey Level Welder, Crew Leader, Manager, Drafter

Unionization/Collective Bargaining: Yes, 7% of employers and 58% of employees were unionized.

Alternate Job Titles: Iron Workers, Body Technicians

Related Codes: DOT - 810.384-010, 811.684-010, 811.684-014, 819.381-010, O*NET - 51-4121.00, 51-4121.01, 51-4121.02, 51-4121.03

Data Collection Date: Summer 2001

Note: Data for this occupational profile were developed prior to the tragic occurrences of September 11, 2001. Those events and subsequent activities have affected local and national economies so that some of the data reported may not reflect current labor market conditions.

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

WRITERS AND EDITORS

OES 340020

Writers and Editors originate and prepare written material such as scripts, stories, news items, advertisements, and other material. They coordinate, edit, and analyze prepared written material. This includes Managing Editors. Does not include Publicity Writers, Public Relations Specialists, and Technical Writers.

WAGES AND BENEFITS

Hourly Wages	Range	Median
New Hires, No Experience:	\$7.50 - 12.11	\$10.55
New Hires, With Experience:	\$8.00 - 23.97	\$12.50
After Three Years With the Firm:	\$8.50 - 28.77	\$15.14

Average Weekly Hours: Almost all (93%) Writers and Editors work full-time, 38 hours per week. A few (4%) work on a temporary or on-call basis, 21 hours per week; or part-time (3%), 26 hours per week.

Shifts: Almost all (94%) employers report having day shifts. A few (12%) have swing or graveyard shifts.

Fringe Benefits, Who Pays*

Full-Time Employees

	<u>Employer Pays All</u>	<u>Shared Cost</u>	<u>Not Provided</u>
Medical Insurance:	41%	35%	0%
Dental Insurance:	29%	24%	18%
Vision Insurance:	24%	0%	41%
Life Insurance:	24%	0%	53%
Paid Sick Leave:	71%	0%	6%
Paid Vacation:	76%	0%	0%
Retirement Plan:	29%	12%	24%
Child Care:	0%	0%	76%

Other employers specified: 401-K Plan, Tuition Reimbursement

*The percentage is based on the number of employers responding to this question.

Not all types of responses are shown, therefore, not all totals will equal 100%.

EMPLOYER REQUIREMENTS

Education: Many firms either require a high school diploma or equivalent (47%) or a bachelor degree (41%). A few (6%) require an associate degree or graduate degree.

Training: A few (19%) firms accept six months of training as a substitute for work experience. A few (12%) require one year of vocational training and may provide internships or on-the-job training. Applicants with word processing and desk top publishing software skills are preferred. Employers reported using the following computer software applications: Adobe Pagemaker, Microsoft Word, Quark Express, Word Perfect, and Ventura.

Education / Training Providers: See Appendix A, page 252

Experience: Many (47%) firms require 1-5 years work experience as a Writer and Editor. Many (57%) accept 1-2 years of experience in advertising, business relations, communications, journalism, photography, political science, public relations, or teaching.

Skills rated "very important:"

Good English and grammar skills
 Research and investigative skills
 Ability to work under pressure and meet production deadlines
 Ability to write legibly
 Ability to verify facts and clarify information
 Ability to read and evaluate written material
 Ability to read and follow instructions
 Ability to work independently
 Proofreading skills
 Ability to interview others for information
 Ability to write editorials and other reviews
 Oral communication skills

EMPLOYMENT TRENDS

Supply and Demand

Employers' Difficulty in Finding Qualified Applicants	Experienced Applicants	Inexperienced Applicants
Very Difficult		
Moderately Difficult	X	X
Not Difficult		
Few Employers Hire		

Job Market for: **Writers and Editors**

Experienced Applicants: **Little competition in job search**

Inexperienced Applicants: **Little competition in job search**

Recruitment Methods, Three Most Frequently Used:

Trade Journals, Newspaper Advertisements, Employee Referrals

Others include: Internet

Turnover: Moderately low, 10% in the past 12 months.

Size of 2001 Employment: Small - Less than 1,661

Gender Representation: Local employer response indicates 44% female, 56% male

Where The Jobs Are:

Advertising Agencies

Book and Periodical Publishers

Newspapers

Public Relations Firms

Radio, Television, and Cable Television Stations

Employers' Employment Outlook: 17 employers responded, providing data representing 498 employees for this occupation.

5 employers project employment to grow and 12 expect it to remain stable over the next two years.

OES Growth Projections: New jobs through 2006: 280
Separations to 2006: 240
*Total Openings: 520

New Job Growth Rate: 23.9%* Projected growth is faster than the county-wide average of 18.3%*.

*7 Year period 1999 through 2006.

OTHER INFORMATION

Promotional Opportunities: Editorial Manager, Assistant Producer, Managing Editor, Editor-in-Chief, Senior Editor, Publisher, Advertising Director, Assistant Editor

Unionization/Collective Bargaining: None reported

Alternate Job Titles: None reported

Related Codes: DOT - 131.067-010, 131.067-014, 131.067-022, 132.017-010, 132.017-014, 132.037-014, 132.037-022, 132.067-014, 132.067-026, **O*NET -** 27-3043.00

Data Collection Date: Summer 2000

Key Terms:

All (100%) Almost All (80-99%) Most (60-79%) Many (40-59%) Some (20-39%) Few (<20%)

APPENDIX A

EDUCATION AND TRAINING PROVIDERS RELATED TO PROFILED OCCUPATIONS

AMUSEMENT AND RECREATION ATTENDANTS

Card Dealer

ACADEMY OF INTERNATIONAL BARTENDING AND CASINO DEALING	8340 Vickers Street, Suite I and J San Diego, CA 92111 http://www.cardsandcocktails.com	(858) 560-6499
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ASSEMBLERS - ELECTRICAL AND ELECTRONIC - PRECISION

Electronics Assembly

ACCESS, INC.	2612 Daniel Avenue San Diego, CA 92111 http://www.access2jobs.org	(858) 560-0871
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, CA 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER	720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org	(619) 263-8196

AUTOMOTIVE BODY AND RELATED REPAIRERS

Auto Body and Paint Technician

SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
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Autobody/Collision and Repair Technology/Technician

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Vehicle Maintenance and Repair Technologies, Other

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
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AUTOMOTIVE MECHANICS

Autobody/Collision and Repair Technology/Technician

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Automobile/Automotive Mechanics/Technology/Technician

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SNAP-ON TECHNICAL TRAINING SYSTEMS	835 12th Avenue San Diego, ca 92101 http://www.smogfix.com	(760) 471-9848
SNAP-ON TECHNICAL TRAINING SYSTEMS	1390 Decision St. Vista, CA 92083- http://www.smogfix.com	(800) 865-1199
SNAP-ON TECHNICAL TRAINING SYSTEMS	1620 Grand Avenue, #5 San Marcos, CA 92069 http://www.sotraining.com/	(760) 471-9848
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700

Automotive Engineering Technology/Technician

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Vehicle Maintenance and Repair Technologies, Other**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST
COUNTY SERVICE CENTER**924 East Main Street El Cajon, CA 92021
http://www.rop.guhsd.net

(858) 292-3529

BILL AND ACCOUNT COLLECTORS**Banking and Financial Support Services****SAN DIEGO MIRAMAR COLLEGE**10440 Black Mountain Road San Diego, CA 92126
http://www.miramarcollege.net

(858) 536-7844

BIOTECHNOLOGY RESEARCH ASSISTANTS**Biology, General****CALIFORNIA STATE UNIVERSITY, SAN MARCOS**333 South Twin Oaks Valley Road San Marcos, CA 92096
http://www.csusm.edu

(760) 750-4000

POINT LOMA NAZARENE UNIVERSITY3900 Lomaland Drive San Diego, CA 92106-2899
http://www.ptloma.edu

(619) 849-2200

SAN DIEGO CITY COLLEGE1313 12th Avenue San Diego, CA 92101
http://www.city.sdccd.cc.ca.us/

(619) 388-3400

SAN DIEGO MESA COLLEGE7250 Mesa College Drive San Diego, CA 92111
http://www.sdccd.net

(858) 627-2600

SAN DIEGO MIRAMAR COLLEGE10440 Black Mountain Road San Diego, CA 92126
http://www.miramarcollege.net

(858) 536-7844

SAN DIEGO STATE UNIVERSITY5300 Campanile Drive San Diego, CA 92182
http://www.sdsu.edu/

(619) 594-5200

SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES5250 Campanile Drive San Diego, CA 92182
http://www.ces.sdsu.edu/

(619) 594-4704

SOUTHWESTERN COLLEGE900 Otay Lakes Road Chula Vista, CA 91910
http://www.swc.cc.ca.us

(619) 421-6700

UNIVERSITY OF CALIFORNIA, SAN DIEGO9500 Gilman Drive La Jolla, CA 92093
http://www.ucsd.edu

(858) 534-2230

UNIVERSITY OF SAN DIEGO5998 Alcalá Park San Diego, CA 92110
http://www.acusd.edu

(619) 260-4600

Biotechnology**MIRA COSTA COLLEGE**One Barnard Drive Oceanside, CA 92056-3899
http://www.miracosta.cc.ca.us/

(760) 757-2121

**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO
SERVICE CENTER SAN DIEGO CITY SCHOOLS**6735 Gifford Way San Diego, CA 92111-
http://www.sdcoe.k12.ca.us/rop

(858) 292-3529

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Biotechnology Research

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
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BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS**Accounting**

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
KELSEY - JENNEY COLLEGE	7310 Miramar Road, Suite 300 San Diego, CA 92126 http://www.kelsey-jenney.com/	(858) 549-5070
NATIONAL UNIVERSITY - KEARNY MESA	3580 Aero Court San Diego, CA 92123 http://www.nu.edu	(619) 563-7300
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) WEST CITY CENTER	3249 Fordham Street San Diego, CA 92110 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 221-6973
SAN DIEGO COMMUNITY COLLEGE, MID-CITY CENTER - NAVAJO CAMPUS	6696 Wandermere Drive San Diego, CA 92120 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 286-4070
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346

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UNIVERSITY OF PHOENIX - RANCHO BERNARDO	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777

Accounting and Related Services, Other

BECKER CPA REVIEW COURSE OF CALIFORNIA	22801 Roscoe Boulevard West Hills, ca 91304- http://www.beckercpa.com	(800) 297-8353
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SER JOB TRAINING CENTER	3355 Misson Avenue, Suite 123 Oceanside, CA 92054 Not Applicable	(760) 754-6500

Accounting Technology/Technician and Bookkeeping

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
FIRST SOFTWARE ACADEMY	9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org	(619) 464-2500
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
NORDSTROM BUSINESS INSTITUTE	6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable	(619) 281-4600
NORDSTROM BUSINESS INSTITUTE	500 West Vista Way Vista, CA 92083-5704 Not Applicable	(760) 631-1360
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

BRICK MASONS

Mason and Tile Setter

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
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**SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO
SERVICE CENTER SAN DIEGO CITY SCHOOLS**

6735 Gifford Way San Diego, CA 92111-
<http://www.sdcoe.k12.ca.us/rop>

(858) 292-3529

BROADCAST TECHNICIANS

Communication and Media Studies, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200

Communications Technologies/Technicians, Other

ASSOCIATED TECHNICAL COLLEGE	1593 East Vista Way Vista, CA 92084 http://www.associatedtechcollege.com	(760) 643-0505
ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
SOUTHERN CALIFORNIA CNC TRAINING CENTER	340 Rancho Drive, Suite 264 San Marcos, CA 92069 http://www.nctc.nu	(760) 471-9561

Radio and Television Broadcasting

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

Class B/Bus Passenger Endorsement Program

UNITED TRUCK DRIVING SCHOOL	2425 Camino Del Rio South, #250 San Diego, CA 92108 Not Applicable	(619) 296-2020
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Diesel Mechanics Technology/Technician

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

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CHILD CARE WORKERS**Child Care and Guidance Workers and Managers, General**

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
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Child Care and Guidance Workers and Managers, Other

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
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Child Care Provider/Assistant

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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Child Development

MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200

Child Development, Care and Guidance

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
NATIONAL CITY ADULT SCHOOL	517 Mile of Cars Way National City, CA 91950- Not Applicable	(619) 336-7037
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

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SOUTHWESTERN COLLEGE

900 Otay Lakes Road Chula Vista, CA 91910
<http://www.swc.cc.ca.us>

(619) 421-6700

Family Consumer Science**SAN DIEGO COMMUNITY COLLEGE, NORTH CITY CENTER - MIRAMAR CAMPUS**

10440 Black Mountain Road San Diego, CA 92126
<http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html>

(858) 627-2545

CIVIL ENGINEERS**Civil Engineering, General****SAN DIEGO STATE UNIVERSITY**

5300 Campanile Drive San Diego, CA 92182
<http://www.sdsu.edu/>

(619) 594-5200

Structural Engineering**UNIVERSITY OF CALIFORNIA, SAN DIEGO**

9500 Gilman Drive La Jolla, CA 92093
<http://www.ucsd.edu>

(858) 534-2230

COMPUTER ANIMATORS**3D Animation****ART INSTITUTE OF CALIFORNIA**

10025 Mesa Rim Road San Diego, CA 92121
<http://www.aica.artinstitutes.edu>

(858) 526-1500

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS

6735 Gifford Way San Diego, CA 92111-
<http://www.sdcoe.k12.ca.us/rop>

(858) 292-3529

Animation Arts**WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE**

2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106
<http://www.woodbury.edu>

(619) 758-7777

Graphic Design**ART INSTITUTE OF CALIFORNIA**

10025 Mesa Rim Road San Diego, CA 92121
<http://www.aica.artinstitutes.edu>

(858) 526-1500

CUYAMACA COLLEGE

900 Rancho San Diego Parkway El Cajon, CA 92019
<http://www.cuyamaca.net>

(619) 660-4275

FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE

1010 Second Avenue, Suite 200 San Diego, CA 92101-
<http://www.fidm.com>

(619) 235-4515

PLATT COLLEGE, SAN DIEGO

6250 El Cajon Boulevard San Diego, CA 92115
<http://www.platt.edu>

(619) 265-0107

SAN DIEGO CITY COLLEGE

1313 12th Avenue San Diego, CA 92101
<http://www.city.sdccd.cc.ca.us/>

(619) 388-3400

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS

6735 Gifford Way San Diego, CA 92111-
<http://www.sdcoe.k12.ca.us/rop>

(858) 292-3529

WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE

2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106
<http://www.woodbury.edu>

(619) 758-7777

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COMPUTER ENGINEERS

Certified Novell Engineer

MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
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Computer and Electronics Engineering Technology

ITT TECHNICAL INSTITUTE	9680 Granite Ridge Drive San Diego, CA 92123 http://www.itt-tech.edu/	(858) 571-8500
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Computer Engineering

COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY	San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html	(619) 594-4922
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

Computer Engineering Technologies/Technicians, Other

COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990

Computer Engineering Technology/Technician

COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

Computer Network Engineer

KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
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Computer Science

AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
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CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
Electronics CAD/CAE Tools		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Information Sciences and Systems		
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
Linux Cluster Technology		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Microsoft Certified System Engineer Plus A+ and Network +		
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
TIG UNIVERSITY	7830 Trade Street San Diego, CA 92121 http://www.tig.com/	(858) 566-1900
Microsoft Certified Systems Engineer (MCSE)		
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
TIG UNIVERSITY	7830 Trade Street San Diego, CA 92121 http://www.tig.com/	(858) 566-1900
Microsoft Systems Engineering		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Telecommunications Engineering		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
COMPUTER NETWORK ADMINISTRATORS/MANAGERS		
Certified Netware Administrator		
NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
Certified Novell Administrator		
MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
Cisco Certified Network Associate		
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
LAPTOP TRAINING SOLUTIONS	8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com	(858) 616-6922
MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
Client/Server Technology		
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
Computer Networking Technology		
ADVANCED TRAINING ASSOCIATES	1870 Joe Crosson Drive El Cajon, CA 92020 http://www.advancedtraining.net	(619) 596-2766
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990

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COMPUTER EDUCATION INSTITUTE	6160 Mission Gorge Road, Suite 108 San Diego, CA 92120- http://www.computer-education.com	(619) 282-9000
FIRST SOFTWARE ACADEMY	9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org	(619) 464-2500
HANDS ON TECHNICAL TRAINING	7875 Convoy Court, Suite 4 San Diego, CA 92111 http://www.hands-ontraining.net	(858) 565-8920
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
Computer Technology/Computer Systems Technology		
FOUNDATION COLLEGE, SAN DIEGO	5353 Misson Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org	(619) 299-0999
HANDS ON TECHNICAL TRAINING	7875 Convoy Court, Suite 4 San Diego, CA 92111 http://www.hands-ontraining.net	(858) 565-8920
KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
KELSEY - JENNEY COLLEGE	7310 Miramar Road, Suite 300 San Diego, CA 92126 http://www.kelsey-jenney.com/	(858) 549-5070
I-Net+ Certification		
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400
Information Systems Management		
ADVANCED TECHNOLOGY INSTITUTE	4990 Greencraige Lane, Suite B San Diego, CA 92123- http://www.caitcareers.com	(858) 503-0951
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER	720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org	(619) 263-8196
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Information Systems Technology

ADVANCED TRAINING ASSOCIATES	1870 Joe Crosson Drive El Cajon, CA 92020 http://www.advancedtraining.net	(619) 596-2766
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595

Local Area Network Specialist

NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
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Macintosh Software

COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusera.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusera.com/training	(619) 644-3230

Microsoft Certification Program

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400

Microsoft Certified Professional (MCP)

MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
TIG UNIVERSITY	7830 Trade Street San Diego, CA 92121 http://www.tig.com/	(858) 566-1900

Microsoft Systems Engineering

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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Microsoft Windows NT

COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusera.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusera.com/training	(619) 644-3230
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
LEARNSOFT UNIVERSITY	10650 Trenea Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200

Network Administration Technology

ADVANCED COLLEGE OF TECHNOLOGY	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.advancotec.com	(858) 547-4160
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Network Associate Certification

TRAINING DIRECTIONS	6920 Miramar Road, Suite 309 San Diego, CA 92121 http://www.trainingdirections.com	(858) 695-2755
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Network Specialist Certification

TRAINING DIRECTIONS	6920 Miramar Road, Suite 309 San Diego, CA 92121 http://www.trainingdirections.com	(858) 695-2755
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Network+ Certification

AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
LAPTOP TRAINING SOLUTIONS	8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com	(858) 616-6922

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MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400
Novell Certification Program		
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400
Novell Netware		
COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusera.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusera.com/training	(619) 644-3230
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
Oracle Application Development		
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Project Management		
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446

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COMPUTER SUPPORT SPECIALISTS

Client/Server Technology

SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
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Computer Installer and Repair Technology/Technician

ADVANCED TRAINING ASSOCIATES	1870 Joe Crosson Drive El Cajon, CA 92020 http://www.advancedtraining.net	(619) 596-2766
CENTER FOR EMPLOYMENT AND TRAINING	1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 Not Applicable	(760) 747-9115
COMPUTER EDUCATION INSTITUTE	6160 Mission Gorge Road, Suite 108 San Diego, CA 92120- http://www.computer-education.com	(619) 282-9000
INTERNATIONAL MUTUAL ASSISTANCE ASSOCIATION	4102 El Cajon Boulevard, Second Floor San Diego, CA 92105 Not Applicable	(619) 584-4018
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhdsd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO URBAN LEAGUE DATA PROCESSING TRAINING CENTER	720 Gateway Center Drive San Diego, CA 92102 http://www.sdul.org	(619) 263-8196
SER JOB TRAINING CENTER	3355 Misson Avenue, Suite 123 Oceanside, CA 92054 Not Applicable	(760) 754-6500

Computer Support Technician

FOUNDATION COLLEGE, SAN DIEGO	5353 Misson Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org	(619) 299-0999
NETWORKING USA	335 East Pennsylvania Avenue, Floor 2 Escondido, CA 92025-2810 http://networking.com	(760) 740-2610
NORDSTROM BUSINESS INSTITUTE	500 West Vista Way Vista, CA 92083-5704 Not Applicable	(760) 631-1360
NORDSTROM BUSINESS INSTITUTE	6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable	(619) 281-4600

Computer Systems Technology

ADVANCED COLLEGE OF TECHNOLOGY	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.advancotec.com	(858) 547-4160
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Information Sciences and Systems

SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292

Information Systems Technology

ADVANCED TRAINING ASSOCIATES	1870 Joe Crosson Drive El Cajon, CA 92020 http://www.advancedtraining.net	(619) 596-2766
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595

Management Information Systems, General

POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER	2204 El Camino Real, Suite 200 Vista, CA 92083 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - RANCHO BERNARDO	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu	(800) 473-4346

Microsoft Certification Program

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400

Network Administration Technology

ADVANCED COLLEGE OF TECHNOLOGY	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.advancotec.com	(858) 547-4160
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Novell Certification Program

EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
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VORTEX DATA SYSTEMS INC

7480 Misson Valley Road, Suite 100 San Diego, CA 92108
http://www.vortexdata.com

(619) 497-6400

CONCRETE AND TERRAZZO FINISHERS**Building/Construction Finishing, Management, and Inspection, Other**

ASSOCIATED GENERAL CONTRACTORS OF AMERICA	6212 Ferris Square San Diego, CA 92121 http://www.agcsd.org	(858) 558-0739
COMPREHENSIVE TRAINING SYSTEMS INC.	497 Eleventh Street, Suite 4 Imperial Beach, CA 91932 Not Applicable	(619) 424-6650
SAN DIEGO COUNTY CEMENT MASON TRUST	1807 Robinson Avenue, Suite 205 San Diego, CA 92103 http://www.agcsd.org	(619) 291-6931

CONSTRUCTION MANAGERS**Building/Construction Management/Manager**

CENTER FOR EMPLOYMENT AND TRAINING	1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 Not Applicable	(760) 747-9115
CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhdsd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Contractors License Exam Preparation

ALL STATE CONTRACTORS LICENSE SERVICE	751 Rancheros Drive, Suite 4 San Marcos, ca 92069 http://www.contractorexams.net	(760) 744-4334
GOLDEN STATE CONTRACTORS SCHOOL	2123 Industrial Court, Suite A Vista, CA 92083 Not Applicable	(760) 598-9330
GOLDEN STATE CONTRACTORS SCHOOL	2515 Camino Del Rio South, Suite 100 San Diego, CA 92108 Not Applicable	(619) 296-9811

Engineering/Industrial Management

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
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CORRECTION OFFICERS AND JAILERS**Law Enforcement/Police Science**

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhdsd.net	(858) 292-3529

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SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
VINCENNES UNIVERSITY	Building 345 NAB Coronado Coronado, ca 92155 http://www.vinu.edu	(619) 522-0319

DATABASE ADMINISTRATORS

Computer and Information Sciences, General

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COPERNICUS COMPUTER SERVICES	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 http://www.trainsmart.com	(619) 291-3200
COPERNICUS COMPUTER SERVICES	5950 La Place Court, Suite 105 San Diego, CA 92108 http://www.trainsmart.com	(760) 930-0400
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310
Computer Science		
AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
Database		
COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusa.com/training/catalog/sprcntr.asp	(858) 573-1030

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COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusa.com/training	(619) 644-3230
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
LEARNSOFT UNIVERSITY	10650 Treena Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
Geographic Information Systems		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Information Sciences and Systems		
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
Management Information Systems, General		
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER	2204 El Camino Real, Suite 200 Vista, CA 92083 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - RANCHO BERNARDO	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu	(800) 473-4346
Microsoft Certified Database Administrator (MCDBA)		
MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000

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Oracle Application Development

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922

DENTAL ASSISTANTS

Dental Assisting/Assistant

ACADEMY OF PROFESSIONAL CAREERS	8376 Hercules Street La Mesa, CA 91943- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
CONCORDE CAREER INSTITUTE	123 Camino De La Reina, Suite E - 125 San Diego, ca 92108 http://www.concordecareercolleges.com/sandiego/default.asp	(619) 688-0800
EXCELLE MEDICAL AND DENTAL COLLEGE	3251 Adams Avenue, Suite A San Diego, CA 92116 http://www.excellecollege.com	(619) 584-6262
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
PIMA MEDICAL INSTITUTE	780 Bay Boulevard Chula Vista, CA 91910 http://www.pimamedical.com	(619) 425-3200
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
UNITED EDUCATION INSTITUTE	1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com	(619) 544-9800

DESKTOP PUBLISHING - GRAPHIC DESIGNERS

Desktop Publishing Equipment Operator

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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Desktop Publishing/Computer Graphics

ACCESS, INC.	2612 Daniel Avenue San Diego, CA 92111 http://www.access2jobs.org	(858) 560-0871
ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
LEARNSOFT UNIVERSITY	10650 Trenea Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400

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LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
Graphic Communications, General		
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
Graphic Design		
ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE	1010 Second Avenue, Suite 200 San Diego, CA 92101- http://www.fidm.com	(619) 235-4515
PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777
Graphics and Publishing		
COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusa.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusa.com/training	(619) 644-3230
LEARNSOFT UNIVERSITY	10650 Treena Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400

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LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200

Multimedia Specialist

UNITED EDUCATION INSTITUTE	1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com	(619) 544-9800
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DRAFTERS

CAD/CADD Drafting and/or Design Technology/Technician

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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Drafting, General

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhdsd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Drafting, Other

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
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Drafting/Designing Engineering Technologies/Technicians, Other

MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
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Electronics CAD/CAE Tools

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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Interior Architecture

WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777
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ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRERS

Appliance/Refrigeration Repair

SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
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Contractors License Exam Preparation

ALL STATE CONTRACTORS LICENSE SERVICE	751 Rancheros Drive, Suite 4 San Marcos, ca 92069 http://www.contractorexams.net	(760) 744-4334
GOLDEN STATE CONTRACTORS SCHOOL	2123 Industrial Court, Suite A Vista, CA 92083 Not Applicable	(760) 598-9330
GOLDEN STATE CONTRACTORS SCHOOL	2515 Camino Del Rio South, Suite 100 San Diego, CA 92108 Not Applicable	(619) 296-9811

Precision Systems Maintenance and Repair Technologies, Other

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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ELECTRICIANS

Electrician

ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM	4499 Ruffin Road, Suite 300 San Diego, CA 92123 http://www.abcsd.org	(858) 492-9300
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE	4675-D Viewridge Avenue San Diego, CA 92123 http://www.sdet.org	(858) 569-6322

EVENTS / MEETING PLANNERS

Food Caterer

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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Hospitality and Recreation Marketing Operations, Other

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

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Hospitality/Administration Management, General

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
TRAVEL UNIVERSITY INTERNATIONAL	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 http://www.traveluniversity.edu	(858) 292-9755

Hotel/Motel Services Marketing Operations

PROJECT EMPLOYMENT PLUS	930 Gateway Center Way San Diego, CA 92102 Not Applicable	(619) 527-0457
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Meeting and Events Planning

SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
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Recreation Products/Services Marketing Operations

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

FINANCIAL MANAGERS

Business Administration

CALIFORNIA PACIFIC UNIVERSITY	9683 Tierra Grande Street, Suite 100 San Diego, CA 92126 http://www.cpu.edu/	(858) 695-3292
MONTGOMERY ADULT SCHOOL	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
NATIONAL UNIVERSITY - CHULA VISTA	660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu/index.html	(619) 563-7415
NATIONAL UNIVERSITY - KEARNY MESA	3580 Aero Court San Diego, CA 92123 http://www.nu.edu	(619) 563-7300
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, ca 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772

Business Administration/Management

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
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The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

CALIFORNIA PACIFIC UNIVERSITY	9683 Tierra Grande Street, Suite 100 San Diego, CA 92126 http://www.cpu.edu/	(858) 695-3292
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
CENTRAL MICHIGAN UNIVERSITY	Seagac Drive P.O. Box 233 Oceanside, CA 92054 http://www.cel.cmich.edu/centers/campendleton.html	(760) 725-0485
CHRISTIAN HERITAGE COLLEGE	2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu	(619) 440-3043
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
INTERNATIONAL SCHOOL OF MANAGEMENT, THE	1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu	(619) 702-9400
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310
Business/Commerce, General		
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
Computer Business Applications		
ACADEMY OF PROFESSIONAL CAREERS	8376 Hercules Street La Mesa, CA 91943- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
ACCESS, INC.	2612 Daniel Avenue San Diego, CA 92111 http://www.access2jobs.org	(858) 560-0871
AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
SAN DIEGO COMMUNITY COLLEGE, MID-CITY CENTER - NAVAJO CAMPUS	6696 Wandermere Drive San Diego, CA 92120 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 286-4070
SAN DIEGO COMMUNITY COLLEGE, WEST CITY CENTER - CLAIREMONT CAMPUS	3890 Modoc Street, B2-B4 San Diego, CA 92117 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 221-6973
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE	6255 University Avenue, #1 A San Diego, CA 92115 http://www.skillcenters.org	(619) 286-6001
Finance and Financial Management Services, Other		
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
Finance, General		
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
MIKE RUSS FINANCIAL TRAINING CENTERS	8322 Clairemont Mesa Boulevard, Suite 103 San Diego, CA 92111 http://www.mikeruss.org	(858) 571-5827

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NATIONAL UNIVERSITY - KEARNY MESA	3580 Aero Court San Diego, CA 92123 http://www.nu.edu	(619) 563-7300
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
VISTA ADULT SCHOOL	305 East Bobier Vista, CA 92084 http://www.vas.vusd.k12.ca.us	(760) 758-7122
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310

Management Accounting

KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858

Management Sciences, General

CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION	2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu	(619) 477-4800
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
INTERNATIONAL SCHOOL OF MANAGEMENT, THE	1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu	(619) 702-9400
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310

Masters of Accounting and Financial Management

KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
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FITNESS/WELLNESS COORDINATORS

Athletic Training

POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
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Exercise and Nutritional Sciences

SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
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Exercise Sciences/Physiology and Movement Studies

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200

Health and Physical Education/Fitness, Other

GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
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Health-Related Knowledge and Skills, Other

GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
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Nutrition and Food

POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
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Nutrition and Its Role in Orthopedics and Sports

OLA GRIMSBY INSTITUTE	4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 http://www.olagrimbsby.com	(619) 298-4116
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Nutritional Sciences

NATURAL HEALING INSTITUTE	2146 Encinitas Boulevard, Suite 105-106 Encinitas, CA 92024-4371 http://www.naturalhealinginst.com/	(760) 943-8485
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

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Sports and Exercise

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
ESCONDIDO ADULT EDUCATION	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER	3792 Fairmount Avenue San Diego, CA 92105 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4500
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER	7405 Mesa College Drive San Diego, CA 92111- http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(858) 627-2545
SAN DIEGUITO ADULT EDUCATION	710 Encinitas Boulevard Encinitas, CA 92024 http://www.sduhsd.k12.ca.us/ae	(760) 753-7073
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

FOREIGN LANGUAGE AND LITERATURE TEACHERS, POSTSECONDARY

Arabic Language and Literature

SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
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Bilingual/Bicultural Education

SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
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Chinese Language and Literature

SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

Classics and Classical Languages and Literatures

SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

Foreign Language Interpretation and Translation

SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400

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Foreign Languages and Literatures, General

FOUNDATION COLLEGE, SAN DIEGO	5353 Misson Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org	(619) 299-0999
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
VISTA ADULT SCHOOL	305 East Bobier Vista, CA 92084 http://www.vas.vusd.k12.ca.us	(760) 758-7122

French Language and Literature

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

German Language and Literature

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121

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SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
Japanese Language and Literature		
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
Portuguese Language and Literature		
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
Romance Languages		
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
Russian Language and Literature		
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
Spanish		
INTERAMERICAN COLLEGE	1627 Hoover Avenue National City, CA 91950- http://www.iacnc.edu/	(619) 477-6310

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GENERAL OFFICE CLERKS

Computerized Office Skills

FIRST SOFTWARE ACADEMY	9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org	(619) 464-2500
OCCUPATIONAL TRAINING SERVICES	8799 Balboa Avenue, Suite 100 San Diego, CA 92123-1537 http://www.ots-sdchc.org	(858) 560-0411
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER	7405 Mesa College Drive San Diego, CA 92111- http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(858) 627-2545
SAN DIEGO COMMUNITY COLLEGE, NORTH CITY CENTER - MIRAMAR CAMPUS	10440 Black Mountain Road San Diego, CA 92126 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(858) 627-2545

General Office Occupations and Clerical Services

ABLE-DISABLED ADVOCACY	2850 Sixth Avenue, Suite 311 San Diego, CA 92103 Not Applicable	(619) 231-5990
ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
ESCONDIDO ADULT EDUCATION	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
MONTGOMERY ADULT SCHOOL	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
NATIONAL CITY ADULT SCHOOL	517 Mile of Cars Way National City, CA 91950- Not Applicable	(619) 336-7037
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER	7405 Mesa College Drive San Diego, CA 92111- http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(858) 627-2545
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
SAN YSIDRO CENTER ADULT SCHOOL	4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable	(619) 662-4026
SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE	6255 University Avenue, #1 A San Diego, CA 92115 http://www.skillcenters.org	(619) 286-6001
VALLEY CAREER COLLEGE	878 Jackman Street El Cajon, CA 92020 http://www.valleycareercollege.com	(619) 593-5111

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Office 2000

LAPTOP TRAINING SOLUTIONS	8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com	(858) 616-6922
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GRAPHIC ART DESIGNER**Graphic Communications, General**

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200

Graphic Design

ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE	1010 Second Avenue, Suite 200 San Diego, CA 92101- http://www.fidm.com	(619) 235-4515
PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777

HAZARDOUS MATERIALS REMOVAL WORKERS**Environmental Control Technologies/Technicians, Other**

SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
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Hazardous Materials Information Systems Technology/Technician

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
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Hazardous Materials Management and Waste Technology/Technician

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
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HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

Heating, Air Conditioning and Refrigeration Technology/Technician

SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

HOME HEALTH AIDS

Certified Home Health Aide (CHHA)

GEORGE G. GLENNER SCHOOL OF DEMENTIA CARE	3702 Fourth Ave San Diego, CA 92103-4203 Not applicable	(619) 543-4700
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Family Life Services

POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
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Home Health Aide

GOLDEN HILL HEALTH CAREERS ACADEMY	2469 Broadway San Diego, CA 92102 http://www.goldenhillcdc.org/page11.html	(619) 696-6053
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) MID-CITY CENTER	3792 Fairmount Avenue San Diego, CA 92105 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4500
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SCHOOL OF DEMENTIA CARE	2017 Felicita Road Escondido, CA 92025 http://www.signonsandiego.com/news/solutions/1999/19990914-944-georgegg.html	(760) 480-2282
SCHOOL OF DEMENTIA CARE	3702 Fourth Avenue San Diego, CA 92103 http://www.signonsandiego.com/news/solutions/1999/19990914-944-georgegg.html	(619) 543-4707

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HOTEL DESK CLERKS

Hotel/Motel Services Marketing Operations

PROJECT EMPLOYMENT PLUS	930 Gateway Center Way San Diego, CA 92102 Not Applicable	(619) 527-0457
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INTERIOR DESIGNERS

Interior Architecture

WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777
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Interior Design

DESIGN INSTITUTE OF SAN DIEGO	8555 Commerce Avenue San Diego, CA 92121 http://www.disd.edu	(858) 566-1200
FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE	1010 Second Avenue, Suite 200 San Diego, CA 92101- http://www.fidm.com	(619) 235-4515
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

INTERNET WEB SITE DESIGNERS / DEVELOPERS

Computer and Information Sciences, General

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COPERNICUS COMPUTER SERVICES	5950 La Place Court, Suite 105 San Diego, CA 92108 http://www.trainsmart.com	(760) 930-0400
COPERNICUS COMPUTER SERVICES	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 http://www.trainsmart.com	(619) 291-3200

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CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310
Computer and Information Sciences, Other		
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537

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Computer Engineering

COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY	San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html	(619) 594-4922
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

Computer Science

AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

Computer Systems Analysis

WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777
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Information Sciences and Systems

SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292

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Interactive Telecommunications

UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
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Internet Fundamentals

COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusa.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, CA 92069- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, CA 92024- http://info.compusa.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusa.com/training	(619) 644-3230
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
LEARNSOFT UNIVERSITY	10650 Treena Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200

Internet Programming

ADVANCED TECHNOLOGY INSTITUTE	4990 Greencraige Lane, Suite B San Diego, CA 92123- http://www.caitcareers.com	(858) 503-0951
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
LAPTOP TRAINING SOLUTIONS	8690 Aero Drive, Suite 101 San Diego, CA 92123 http://www.laptoptraining.com	(858) 616-6922

Specialized Web Design

PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
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Web Development

FIRST SOFTWARE ACADEMY	9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org	(619) 464-2500
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000

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Web Page Design

ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
FOUNDATION COLLEGE, SAN DIEGO	5353 Misson Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org	(619) 299-0999
NATIONAL CITY ADULT SCHOOL	517 Mile of Cars Way National City, CA 91950- Not Applicable	(619) 336-7037
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
VORTEX DATA SYSTEMS INC	7480 Misson Valley Road, Suite 100 San Diego, CA 92108 http://www.vortexdata.com	(619) 497-6400

Web/Multimedia Management and Webmaster

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
LEARNSOFT UNIVERSITY	10650 Trenea Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400

INTERPRETERS, SIGN LANGUAGE

Sign Language Interpretation/Interpreter

SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

LICENSED VOCATIONAL NURSES

Licensed Practical Nurse Training (LPN, Cert, Dipl, AAS)

MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500

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Nursing, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400

Vocational Nursing (L.P.N. Training)

CONCORDE CAREER INSTITUTE	123 Camino De La Reina, Suite E - 125 San Diego, ca 92108 http://www.concordecareercolleges.com/sandiego/default.asp	(619) 688-0800
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

LOAN AND CREDIT CLERKS**Banking and Financial Support Services**

SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
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MAINTENANCE REPAIRERS - GENERAL UTILITY**Building/Construction Management/Manager**

CENTER FOR EMPLOYMENT AND TRAINING	1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 Not Applicable	(760) 747-9115
CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhsd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

MARINE TECHNICIANS**Marine Science/Merchant Marine Officer**

SOUTHERN CALIFORNIA MERCHANT MARINE TRAINING SERVICE	1357 Rosecrans Street, Suite D San Diego, CA 92106 http://www.mmts.com	(619) 224-7792
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

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MASSAGE THERAPISTS

Clinical Methods of Massage

INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
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Contemporary Methods of Massage and Bodywork

INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
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Essentials of Massage and Bodywork

INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
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Herbal Medicine/Western Herbalism and Herbalist

PACIFIC COLLEGE OF ORIENTAL MEDICINE	7445 Misson Valley Road, Suite 105 San Diego, CA 92108 http://www.ormed.edu	(619) 574-6909
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Holistic Health

ACADEMY OF PROFESSIONAL CAREERS	8376 Hercules Street La Mesa, CA 91943- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
BODY MIND COLLEGE	5440 Morehouse Drive, Suite 2700 San Diego, CA 92101- Not Applicable	(800) 239-6463
CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION	2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu	(619) 477-4800
CALIFORNIA NATUROPATHIC COLLEGE	1228 Camino Del Mar Del Mar, CA 92014 Not Applicable	(858) 259-1222
HEALING HANDS SCHOOL OF HOLISTIC HEALTH	125 West Mission, Suite 212 Escondido, CA 92027- http://www.healinghandsschool.com	(760) 746-9364
INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
MUELLER COLLEGE OF HOLISTIC STUDIES	4607 Park Boulevard San Diego, CA 92116 http://www.muellercollege.com	(800) 245-1976
NATURAL HEALING INSTITUTE	2146 Encinitas Boulevard, Suite 105-106 Encinitas, CA 92024-4371 http://www.naturalhealinginst.com/	(760) 943-8485
PACIFIC COLLEGE OF ORIENTAL MEDICINE	7445 Misson Valley Road, Suite 105 San Diego, CA 92108 http://www.ormed.edu	(619) 574-6909
SCHOOL OF HEALING ARTS	1001 Garnet Avenue, Suite 200 San Diego, CA 92109 http://www.schoolofhealingarts.com	(858) 581-9429

Holistic Nursing

INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
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Integrative Somatic Methods of Massage

INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
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Maharishi Sthapatya Veda

MAHARISHI SCHOOL OF VEDIC SCIENCE OF CALIFORNIA	3650 Clairemont Drive, Suite 10 San Diego, CA 92117 http://www.TM.org	(858) 490-2707
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Maharishi Vedic Astrology

MAHARISHI SCHOOL OF VEDIC SCIENCE OF CALIFORNIA	3650 Clairemont Drive, Suite 10 San Diego, CA 92117 http://www.TM.org	(858) 490-2707
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Massage

ACADEMY OF PROFESSIONAL CAREERS	8376 Hercules Street La Mesa, CA 91943- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
ACADEMY OF PROFESSIONAL CAREERS	6784 El Cajon Boulevard San Diego, CA 92115- http://www.schools.naturalhealers.com/apc/	(619) 461-5353
CALIFORNIA NATUROPATHIC COLLEGE	1228 Camino Del Mar Del Mar, CA 92014 Not Applicable	(858) 259-1222
SCHOOL OF HEALING ARTS	1001 Garnet Avenue, Suite 200 San Diego, CA 92109 http://www.schoolofhealingarts.com	(858) 581-9429

Massage Technician

BODY MIND COLLEGE	5440 Morehouse Drive, Suite 2700 San Diego, CA 92101- Not Applicable	(800) 239-6463
CALIFORNIA NATUROPATHIC COLLEGE	1228 Camino Del Mar Del Mar, CA 92014 Not Applicable	(858) 259-1222
HEALING HANDS SCHOOL OF HOLISTIC HEALTH	125 West Mission, Suite 212 Escondido, CA 92027- http://www.healinghandsschool.com	(760) 746-9364
MUELLER COLLEGE OF HOLISTIC STUDIES	4607 Park Boulevard San Diego, CA 92116 http://www.muellercollege.com	(800) 245-1976
NATURAL HEALING INSTITUTE	2146 Encinitas Boulevard, Suite 105-106 Encinitas, CA 92024-4371 http://www.naturalhealinginst.com/	(760) 943-8485
PACIFIC COLLEGE OF ORIENTAL MEDICINE	7445 Misson Valley Road, Suite 105 San Diego, CA 92108 http://www.ormed.edu	(619) 574-6909

Massage Therapist

ACADEMY OF PROFESSIONAL CAREERS	340 Raneros Drive Suite 260 San Marcos, CA 92069- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
BODY MIND COLLEGE	5440 Morehouse Drive, Suite 2700 San Diego, CA 92101- Not Applicable	(800) 239-6463

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CALIFORNIA NATUROPATHIC COLLEGE	1228 Camino Del Mar Del Mar, CA 92014 Not Applicable	(858) 259-1222
HEALING HANDS SCHOOL OF HOLISTIC HEALTH	125 West Mission, Suite 212 Escondido, CA 92027- http://www.healinghandsschool.com	(760) 746-9364
MUELLER COLLEGE OF HOLISTIC STUDIES	4607 Park Boulevard San Diego, CA 92116 http://www.muellercollege.com	(800) 245-1976
NATURAL HEALING INSTITUTE	2146 Encinitas Boulevard, Suite 105-106 Encinitas, CA 92024-4371 http://www.naturalhealinginst.com/	(760) 943-8485
PACIFIC COLLEGE OF ORIENTAL MEDICINE	7445 Misson Valley Road, Suite 105 San Diego, CA 92108 http://www.ormed.edu	(619) 574-6909
Massage Therapy/Therapeutic Massage		
VITALITY TRAINING CENTER	243 North Highway 101 Suite 5 Solana Beach, CA 92075- http://www.vitalitytrainingcenter.com/	(858) 259-9491
Oriental Methods of Massage		
INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
Sidhi™		
MAHARISHI SCHOOL OF VEDIC SCIENCE OF CALIFORNIA	3650 Clairemont Drive, Suite 10 San Diego, CA 92117 http://www.TM.org	(858) 490-2707
Somatic Studies/Education		
INTERNATIONAL PROFESSIONAL SCHOOL OF BODYWORK	1366 Hornblend Street San Diego, CA 92109-4772 http://www.ipsb.edu	(858) 272-4142
MECHANICAL ENGINEERS		
Electronics Component Packaging		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
Mechanical Engineering		
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230

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MEDICAL RECORDS TECHNICIANS

Health Information/Medical Records Administration/Administrator

UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES	5375 Evenida Encinas, Suite D Carlsbad, CA 92008- http://www.uscmed.com	(760) 918-8198
VISTA ADULT SCHOOL	305 East Bobier Vista, CA 92084 http://www.vas.vusd.k12.ca.us	(760) 758-7122

Health Information/Medical Records Technology/Technician

DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY	San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html	(619) 594-4922
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

Medical Insurance Specialist/Medical Biller

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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Medical Insurance Technician

MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500

Medical Office Assistant/Specialist

KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
KELSEY - JENNEY COLLEGE	7310 Miramar Road, Suite 300 San Diego, CA 92126 http://www.kelsey-jenney.com/	(858) 549-5070
OCCUPATIONAL TRAINING SERVICES	8799 Balboa Avenue, Suite 100 San Diego, CA 92123-1537 http://www.ots-sdchc.org	(858) 560-0411
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Medical Office Computer Specialist/Assistant

SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE	6255 University Avenue, #1 A San Diego, CA 92115 http://www.skillcenters.org	(619) 286-6001
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Medical Office Management/Administration

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
INTERNATIONAL EDUCATIONAL SCHOOLS	707 Broadway, Suite 200 San Diego, CA 92101 http://www.ieschools.com	(619) 515-9890

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MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES	5375 Evenida Encinas, Suite D Carlsbad, CA 92008- http://www.uscmed.com	(760) 918-8198

MEDICINE AND HEALTH SERVICES MANAGERS

Health and Medical Administrative Services, Other

CALIFORNIA PACIFIC UNIVERSITY	9683 Tierra Grande Street, Suite 100 San Diego, CA 92126 http://www.cpu.edu/	(858) 695-3292
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER	2204 El Camino Real, Suite 200 Vista, CA 92083 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - SOUTH COUNTY LEARNING CENTER	1040 Tierra Del Rey, Suite 100 Chula Vista, CA 91910 http://www.phoenix.edu	(800) 473-4346
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310

Health Services Administration

KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
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Health/Health Care Administration/Management

NORDSTROM BUSINESS INSTITUTE	500 West Vista Way Vista, CA 92083-5704 Not Applicable	(760) 631-1360
NORDSTROM BUSINESS INSTITUTE	6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable	(619) 281-4600
SOUTHERN ILLINOIS UNIVERSITY	U.S. Naval Hospital 34425 Farenholt Avenue, #102 San Diego, CA 92134 http://www.siu.edu	(619) 231-7769
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400

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UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF PHOENIX - RANCHO BERNARDO	16486 Bernado Center Drive, Suite 240 San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
Medical Office Management/Administration		
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
INTERNATIONAL EDUCATIONAL SCHOOLS	707 Broadway, Suite 200 San Diego, CA 92101 http://www.ieschools.com	(619) 515-9890
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
UNIVERSAL SCHOOLS AND COLLEGES OF HEALTH AND HUMAN SERVICES	5375 Evenida Encinas, Suite D Carlsbad, CA 92008- http://www.uscmed.com	(760) 918-8198
Public Health, Other		
CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION	2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu	(619) 477-4800
MULTIMEDIA SPECIALISTS		
Commerical and Advertising Art		
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
Design and Applied Arts, Other		
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400

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Graphic Design

ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE	1010 Second Avenue, Suite 200 San Diego, CA 92101- http://www.fidm.com	(619) 235-4515
PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777

Interactive Telecommunications

UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
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Multimedia Design

ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
FOUNDATION COLLEGE, SAN DIEGO	5353 Misson Center Road, Suite 100 San Diego, CA 92108 http://www.foundationcollege.org	(619) 299-0999
PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Multimedia Specialist

UNITED EDUCATION INSTITUTE	1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com	(619) 544-9800
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Specialized Multimedia/ Animation Design

PLATT COLLEGE, SAN DIEGO	6250 El Cajon Boulevard San Diego, CA 92115 http://www.platt.edu	(619) 265-0107
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Web/Multimedia Management and Webmaster

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
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NURSE PRACTITIONERS**Dementia Care Specialist**

GEORGE G. GLENNER SCHOOL OF DEMENTIA CARE	3702 Fourth Ave San Diego, CA 92103-4203 Not applicable	(619) 543-4700
SCHOOL OF DEMENTIA CARE	3702 Fourth Avenue San Diego, CA 92103 http://www.signonsandiego.com/news/solutions/1999/19990914-944-georgegg.html	(619) 543-4707
SCHOOL OF DEMENTIA CARE	2017 Felicita Road Escondido, CA 92025 http://www.signonsandiego.com/news/solutions/1999/19990914-944-georgegg.html	(760) 480-2282

Gerontology

CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION	2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu	(619) 477-4800
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

Licensed Practical Nurse Training (LPN, Cert, Dipl, AAS)

MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555

Nursing

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, ca 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346

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Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

Nursing, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400

OPERATING ENGINEERS**Construction/Heavy Equipment/Earthmoving Equipment Operation**

SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE	8595 Miralani Drive San Diego, CA 92126 http://www.californiacarpenters.org	(858) 621-2667
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PAINTERS AND PAPERHANGERS, CONSTRUCTION AND MAINTENANCE**Painting/Painter and Wall Coverer**

ASSOCIATED GENERAL CONTRACTORS OF AMERICA	6212 Ferris Square San Diego, CA 92121 http://www.agcsd.org	(858) 558-0739
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PARALEGAL PERSONNEL**Paralegal/Legal Assistant**

CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
KELSEY - JENNEY COLLEGE	201 A Street San Diego, CA 92101 http://www.kelsey-jenney.com/	(619) 233-7418
KELSEY - JENNEY COLLEGE	7310 Miramar Road, Suite 300 San Diego, CA 92126 http://www.kelsey-jenney.com/	(858) 549-5070

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NATIONAL CITY ADULT SCHOOL	517 Mile of Cars Way National City, CA 91950- Not Applicable	(619) 336-7037
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS

Human Resources Management/Personnel Administration, General

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
CALIFORNIA PACIFIC UNIVERSITY	9683 Tierra Grande Street, Suite 100 San Diego, CA 92126 http://www.cpu.edu/	(858) 695-3292
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF PHOENIX - NORTH COUNTY LEARNING CENTER	2204 El Camino Real, Suite 200 Vista, CA 92083 http://www.phoenix.edu	(800) 473-4346

PHARMACY TECHNICIANS

Pharmacy Technician

ACADEMY OF PROFESSIONAL CAREERS	8376 Hercules Street La Mesa, CA 91943- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
ACADEMY OF PROFESSIONAL CAREERS	340 Raneros Drive Suite 260 San Marcos, CA 92069- http://www.schools.naturalhealers.com/apc/	(619) 461-5100
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
PHARM-TECH	P.O. Box 2082 Carlsbad, CA 92018 Not Applicable	(760) 591-2800
PIMA MEDICAL INSTITUTE	780 Bay Boulevard Chula Vista, CA 91910 http://www.pimamedical.com	(619) 425-3200
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529

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SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
UNITED EDUCATION INSTITUTE	1323 Sixth Avenue San Diego, CA 92101 http://www.ueiglobal.com	(619) 544-9800
VALLEY CAREER COLLEGE	878 Jackman Street El Cajon, CA 92020 http://www.valleycareercollege.com	(619) 593-5111

PHYSICAL THERAPISTS ASSISTANTS

Basic Science for PTA's Supporting Manual Therapists

OLA GRIMSBY INSTITUTE	4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 http://www.olagrimsby.com	(619) 298-4116
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Clinical and Scientific Rationale for Modern Manual Therapy

OLA GRIMSBY INSTITUTE	4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 http://www.olagrimsby.com	(619) 298-4116
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Nutrition and Its Role in Orthopedics and Sports

OLA GRIMSBY INSTITUTE	4420 Hotel Circle Court, Suite 210 San Diego, CA 92108 http://www.olagrimsby.com	(619) 298-4116
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Physical Therapy Assistant

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

Physical Therapy/Therapist

MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PIMA MEDICAL INSTITUTE	780 Bay Boulevard Chula Vista, CA 91910 http://www.pimamedical.com	(619) 425-3200

PLASTERERS AND STUCCO MASONS

Building/Construction Trades, Other

ACADEMY OF CONTRACTOR LICENSING	7514 Girard Avenue, PMB-242 La Jolla, CA 92037 http://www.aclc.com	(858) 551-8937
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NORDSTROM BUSINESS INSTITUTE	500 West Vista Way Vista, CA 92083-5704 Not Applicable	(760) 631-1360
NORDSTROM BUSINESS INSTITUTE	6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable	(619) 281-4600
OPERATING ENGINEERS TRAINING TRUST	3935 Normal Street San Diego, CA 92103 Not Applicable	(619) 295-3186
SAN DIEGO AND IMPERIAL COUNTIES SLATE, TILE, AND COMPOSITION ROOFERS, JOINT APPRENTICESHIP COMMITTEES	9455 Ridgehaven Court, Suite 207 San Diego, CA 92123 Not Applicable	(619) 537-2813

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS

Pipefitting/Pipefitter and Sprinkler Fitter

SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
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Plumber and Pipefitter

ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM	4499 Ruffin Road, Suite 300 San Diego, CA 92123 http://www.abcsd.org	(858) 492-9300
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

Plumbing Technology/Plumber

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
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PUBLIC RELATIONS SPECIALISTS AND PUBLICITY WRITERS

Communications, General

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370

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SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Building 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777

PURCHASING MANAGERS

Business Administration/Management

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
CALIFORNIA PACIFIC UNIVERSITY	9683 Tierra Grande Street, Suite 100 San Diego, CA 92126 http://www.cpu.edu/	(858) 695-3292
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
CENTRAL MICHIGAN UNIVERSITY	Seagac Drive P.O. Box 233 Oceanside, CA 92054 http://www.cel.cmich.edu/centers/campendleton.html	(760) 725-0485
CHRISTIAN HERITAGE COLLEGE	2100 Greenfield Drive El Cajon, CA 92019 http://www.christianheritage.edu	(619) 440-3043
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
INTERNATIONAL SCHOOL OF MANAGEMENT, THE	1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu	(619) 702-9400
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446

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MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310
Management Sciences, General		
CALIFORNIA COLLEGE FOR HEALTH SCIENCES, CORRESPONDENCE DIVISION	2423 Hoover Aveune National City, CA 91950 http://www.cchs.edu	(619) 477-4800
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
INTERNATIONAL SCHOOL OF MANAGEMENT, THE	1250 Sixth Avenue, Eighth Floor San Diego, CA 92101 http://www.ism.edu	(619) 702-9400
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346
UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310

QUALITY ASSURANCE TECHNICIANS

Occupational Safety and Health Technology/Technician

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
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RECEPTIONISTS AND INFORMATION CLERKS

General Office Occupations and Clerical Services

ABLE-DISABLED ADVOCACY	2850 Sixth Avenue, Suite 311 San Diego, CA 92103 Not Applicable	(619) 231-5990
ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
ESCONDIDO ADULT EDUCATION	3750 Mary Lane Escondido, CA 92025 Not Applicable	(760) 739-7300
GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
MONTGOMERY ADULT SCHOOL	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
NATIONAL CITY ADULT SCHOOL	517 Mile of Cars Way National City, CA 91950- Not Applicable	(619) 336-7037
SAN DIEGO COMMUNITY COLLEGE CONTINUING EDUCATION (ADULT EDUCATION) NORTH CITY CENTER	7405 Mesa College Drive San Diego, CA 92111- http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(858) 627-2545
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529

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SAN YSIDRO CENTER ADULT SCHOOL	4220 Otay Mesa Road San Ysidro, CA 92173 Not Applicable	(619) 662-4026
SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE	6255 University Avenue, #1 A San Diego, CA 92115 http://www.skillcenters.org	(619) 286-6001
VALLEY CAREER COLLEGE	878 Jackman Street El Cajon, CA 92020 http://www.valleycareercollege.com	(619) 593-5111

RECREATION WORKERS

Expressive Arts Therapy

SAN DIEGO UNIVERSITY FOR INTERGRATIVE STUDIES	5703 Oberlin Drive, Suite 208 San Diego, CA 92121 http://www.sduis.edu	(858) 638-1999
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Parks, Recreation and Leisure Facilities Management

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

REGISTERED NURSES

Nursing

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, ca 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF PHOENIX	3890 Murphy Canyon Road San Diego, CA 92123 http://www.phoenix.edu	(800) 473-4346

Nursing - Registered Nurse Training (RN, ASN, BSN, MSN)

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500

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PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

Nursing, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400

Preoperative Nursing or Training

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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ROOFERS

Building/Construction Trades, Other

ACADEMY OF CONTRACTOR LICENSING	7514 Girard Avenue, PMB-242 La Jolla, CA 92037 http://www.aclc.com	(858) 551-8937
NORDSTROM BUSINESS INSTITUTE	6160 Mission Gorge Road, Suite 200 San Diego, CA 92123-4366 Not Applicable	(619) 281-4600
NORDSTROM BUSINESS INSTITUTE	500 West Vista Way Vista, CA 92083-5704 Not Applicable	(760) 631-1360
OPERATING ENGINEERS TRAINING TRUST	3935 Normal Street San Diego, CA 92103 Not Applicable	(619) 295-3186
SAN DIEGO AND IMPERIAL COUNTIES SLATE, TILE, AND COMPOSITION ROOFERS, JOINT APPRENTICESHIP COMMITTEES	9455 Ridgehaven Court, Suite 207 San Diego, CA 92123 Not Applicable	(619) 537-2813

SALES AGENTS - ADVERTISING

Advertising

ART INSTITUTE OF CALIFORNIA	10025 Mesa Rim Road San Diego, CA 92121 http://www.aica.artinstitutes.edu	(858) 526-1500
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SALES REPRESENTATIVES, EXCEPT SCIENTIFIC AND RETAIL

Food Products Retailing and Wholesaling Operations

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

General Retailing Operations

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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General Selling Skills and Sales Operations

SALES ALLIANCE INC.	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 http://www.sales-alliance.com	(858) 554-0900
SANDLER SALES INSTITUTE OF SAN DIEGO	3934 Murphy Canyon Road, Suite B200 San Diego, CA 92123 http://www.whetstonegroup.com	(858) 627-0726

SALES REPRESENTATIVES, SCIENTIFIC EXCEPT RETAIL

General Selling Skills and Sales Operations

SALES ALLIANCE INC.	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 http://www.sales-alliance.com	(858) 554-0900
SANDLER SALES INSTITUTE OF SAN DIEGO	3934 Murphy Canyon Road, Suite B200 San Diego, CA 92123 http://www.whetstonegroup.com	(858) 627-0726

SALESPERSONS, RETAIL EXCEPT VEHICLE SALES

Food Products Retailing and Wholesaling Operations

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600

General Retailing Operations

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
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General Selling Skills and Sales Operations

SALES ALLIANCE INC.	5230 Carroll Canyon Road, Suite 324 San Diego, CA 92121 http://www.sales-alliance.com	(858) 554-0900
SANDLER SALES INSTITUTE OF SAN DIEGO	3934 Murphy Canyon Road, Suite B200 San Diego, CA 92123 http://www.whetstonegroup.com	(858) 627-0726

Recreation Products/Services Marketing Operations

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

Retailing and Retail Operations

GOODWILL INDUSTRIES	3663 Rosecrans Street San Diego, ca 92110 http://www.sdgoodwill.org	(619) 225-2200
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SKILL CENTERS OF AMERICA EDUCATIONAL INSTITUTE	6255 University Avenue, #1 A San Diego, CA 92115 http://www.skillcenters.org	(619) 286-6001

SHEET METAL WORKERS

Sheet Metal Technology/Sheetworking

ASSOCIATED BUILDERS AND CONTRACTORS PROGRAM	4499 Ruffin Road, Suite 300 San Diego, CA 92123 http://www.abcsd.org	(858) 492-9300
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO SHEET METAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE	4596 Mission Gorge Place San Diego, CA 92120 Not Applicable	(619) 265-0501

SOFTWARE ENGINEERS

Computer Engineering

COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
DEFENSE CONVERSION CENTER - SAN DIEGO STATE UNIVERSITY	San Diego State University, MC 1933 San Diego, CA 92182 http://www.foundation.sdsu.edu/defcon/index.html	(619) 594-4922

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SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
Computer Software Technology/Technician		
MONTGOMERY ADULT SCHOOL	3240 Palm Avenue San Diego, CA 92154 Not Applicable	(619) 628-3017
Microsoft Certified Solution Developer (MCSD)		
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
STANLEY H KAPLAN EDUCATIONAL CENTER LTD.	4350 Executive Drive, Suite 305 San Diego, CA 92121 http://www.kaplan.com	(858) 457-7595
Software Engineering		
ADVANCED TECHNOLOGY INSTITUTE	4990 Greencraige Lane, Suite B San Diego, CA 92123- http://www.caitcareers.com	(858) 503-0951
NATIONAL UNIVERSITY - BALBOA	4719 Viewridge Avenue San Diego, CA 92123 http://www.nu.edu/index.html	(619) 563-2500
NATIONAL UNIVERSITY - CHULA VISTA	660 Bay Boulevard Chula Vista, CA 91910-5200 http://www.nu.edu/index.html	(619) 563-7415
Sun Certified Java Programming		
SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING		
Computer and Information Sciences, General		
CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
COLEMAN COLLEGE	1284 West San Marcos Boulevard, Suite 110 San Marcos, CA 92069 http://www.coleman.edu	(760) 747-3990
COLEMAN COLLEGE	7380 Parkway Drive La Mesa, CA 91942 http://www.coleman.edu	(619) 465-3990

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COPERNICUS COMPUTER SERVICES	5950 La Place Court, Suite 105 San Diego, CA 92108 http://www.trainsmart.com	(760) 930-0400
COPERNICUS COMPUTER SERVICES	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 http://www.trainsmart.com	(619) 291-3200
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
HIT ANY KEY, INC.	11305 Rancho Bernardo Road, Suite 112 San Diego, CA 92127 http://www.hit-any-key.com	(858) 673-1537
MARIC COLLEGE	3666 Kearny Villa Road, Suite 100 San Diego, CA 92123 http://www.mariccollege.edu	(858) 279-4500
MARIC COLLEGE	2030 University Drive Vista, CA 92083 http://www.mariccollege.edu	(760) 630-1555
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
PARK UNIVERSITY	Joint Education Center Building 1331, Room 207 Camp Pendleton, CA 92055 http://www.park.edu	(760) 725-6858
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
WEBSTER UNIVERSITY	6480 Weathers Place, Suite 104 San Diego, CA 92121 http://www.webster.edu/ca	(858) 458-9310
Computer Programming		
ADVANCED TECHNOLOGY INSTITUTE	4990 Greencraige Lane, Suite B San Diego, CA 92123- http://www.caitcareers.com	(858) 503-0951

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ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
COPERNICUS COMPUTER SERVICES	7676 Hazard Center Drive, Suite 1360 San Diego, CA 92108 http://www.trainsmart.com	(619) 291-3200
COPERNICUS COMPUTER SERVICES	5950 La Place Court, Suite 105 San Diego, CA 92108 http://www.trainsmart.com	(760) 930-0400
FIRST SOFTWARE ACADEMY	9574 Lamar Street Spring Valley, CA 91977 http://www.professor3t.org	(619) 464-2500
LEARNSOFT UNIVERSITY	10650 Trenea Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
Computer Systems Analysis		
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Buliding 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777
Database		
COMP USA TRAINING SUPERCENTER	4240 Kearny Mesa Road, Suite 107 San Diego, CA 92111 http://info.compusera.com/training/catalog/sprcntr.asp	(858) 573-1030
COMP USA TRAINING SUPERCENTER	2085 Montiel Road San Marcos, ca 92069- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(760) 737-8700
COMP USA TRAINING SUPERCENTER	1064 North El Camino Real Encinitas, ca 92024- http://info.compusera.com/comphome/training/catalog/sprcntr.asp	(858) 573-1050
COMP USA TRAINING SUPERCENTER - LA MESA	8401 Fletcher Parkway San Diego, CA 91942- http://www.inof.compusera.com/training	(619) 644-3230
EXECUTRAIN OF SAN DIEGO	10180 Teresis Court, Suite 300 San Diego, CA 92121 http://www.executrain.com	(858) 455-1050
LEARNSOFT UNIVERSITY	10650 Trenea Street, Third Floor San Diego, CA 92131- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - CARLSBAD	5973 Avenida Encinas, Suite 210 Carlsbad, CA 92008- http://www.learnsoft.com	(858) 546-1400
LEARNSOFT UNIVERSITY - KEARNY MESA	4542 Ruffner Street, Suite 300 San Diego, CA 92111- http://www.learnsoft.com	(858) 546-1400
NEW HORIZONS COMPUTER LEARNING CENTER	7480 Miramar Road, Suite #202 San Diego, CA 92126 http://www.nhsandiego.com	(858) 880-2200

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Geographic Information Systems

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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Linux Cluster Technology

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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Microsoft Certified Database Administrator (MCDBA)

MICRO SKILLS	7340 Miramar Road Suite 207 San Diego, CA 92126-4213 http://www.microskills.com	(858) 348-8000
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TEACHERS - KINDERGARTEN

Education, General

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS	1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html	(760) 724-4230
BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC.	3134 Franklin Avenue San Diego, CA 92113 Not Applicable	(619) 235-0771
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

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Science

NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500
NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100

TEACHERS - PRESCHOOL

Child Care and Guidance Workers and Managers, General

UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
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Education, General

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS	1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html	(760) 724-4230
BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC.	3134 Franklin Avenue San Diego, CA 92113 Not Applicable	(619) 235-0771
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

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Liberal Studies

INTERAMERICAN COLLEGE	1627 Hoover Avenue National City, CA 91950- http://www.iacnc.edu/	(619) 477-6310
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TEACHERS - SPECIAL EDUCATION

Education, General

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS	1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html	(760) 724-4230
BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC.	3134 Franklin Avenue San Diego, CA 92113 Not Applicable	(619) 235-0771
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

Special Education, General

CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
NATIONAL UNIVERSITY - BALBOA	4719 Viewridge Avenue San Diego, CA 92123 http://www.nu.edu/index.html	(619) 563-2500
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500

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NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, ca 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100

TEACHERS AND INSTRUCTORS, VOCATIONAL EDUCATION AND TRAINING

Education, General

AZUSA PACIFIC UNIVERSITY	2820 Camino Del Rio South, Suite 100 San Diego, CA 92108 http://www.apu.edu/locations/sandiego/	(619) 718-9655
BOOKER T CRENSHAW CHRISTIAN COLLEGE - VISTA CAMPUS	1855 East Vista Way, Suite 11 Vista, CA 92083-3316 http://temaa1p315.homestead.com/BookerTCrenshaw.html	(760) 724-4230
BOOKER T CRENSHAW CHRISTIAN COLLEGE AND SCHOOLS MINISTRY INC.	3134 Franklin Avenue San Diego, CA 92113 Not Applicable	(619) 235-0771
CHAPMAN UNIVERSITY ACADEMIC CENTER	7460 Mission Valley Road San Diego, CA 92108 http://www.chapman.edu/cll/ac/028/index.html	(619) 908-6001
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO EXTENSION PROGRAM	9500 Gilman Drive, Department 0176-H La Jolla, CA 92093 http://www.extension.ucsd.edu	(858) 534-3400
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

TECHNICAL WRITERS

English Technical and Business Writing

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Journalism and Mass Communication, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
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TELECOMMUNICATIONS TECHNICIANS

Communications Technologies/Technicians, Other

ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
ASSOCIATED TECHNICAL COLLEGE	1593 East Vista Way Vista, CA 92084 http://www.associatedtechcollege.com	(760) 643-0505
SOUTHERN CALIFORNIA CNC TRAINING CENTER	340 Rancho Drive, Suite 264 San Marcos, CA 92069 http://www.nctc.nu	(760) 471-9561

Electrical, and Electronic Engineering-Related Technologies/Technicians, Other

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhds.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SOUTHERN ILLINOIS UNIVERSITY	P.O. Box 180081 Coronado, CA 92178 http://www.asa-ocap.siu.edu	(619) 435-6445
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600

Electrical, Electronic, and Communication Engineering Technology/Technician

AVIATION AND ELECTRONIC SCHOOLS OF AMERICA	7940 Siverton Avenue, Suite 101 San Diego, CA 92126 http://www.aesa.com	(800) 325-2472
CUYAMACA COLLEGE	900 Rancho San Diego Parkway El Cajon, CA 92019 http://www.cuyamaca.net	(619) 660-4275

Interactive Telecommunications

UNIVERSITY OF REDLANDS	9040 Friars Road, Suite 310 San Diego, CA 92108 http://www.redlands.edu	(619) 284-9292
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Telecommunications

APPLIED PROFESSIONAL TRAINING INC	2382 Camino Vida Roble, Suite C Carlsbad, CA 92009 http://www.aptc.com	(800) 431-8488
KELLER CENTER GRADUATE SCHOOL OF MANAGEMENT	2655 Camino Del Rio North, Suite 201 San Diego, CA 92108 http://www.keller.edu	(619) 683-2446
NATIONAL UNIVERSITY - LA MESA	7787 Alvarado Road La Mesa, CA 91941 http://www.nu.edu	(619) 337-7500

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NATIONAL UNIVERSITY - MISSION VALLEY	4141 Camino Del Rio South San Diego, CA 92108 http://www.nu.edu/index.html	(619) 563-7300
NATIONAL UNIVERSITY - VISTA	2022 University Drive Vista, CA 92083 http://www.nu.edu	(760) 945-6100
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704

Telecommunications Engineering

SAN DIEGO STATE UNIVERSITY - HIGH TECH EDUCATION CENTER	5250 Campanile Drive, MC-1933 San Diego, CA 92182-1933 http://www.foundation.sdsu.edu/htec/	(619) 594-4922
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Telecommunications Technology/Technician

ADVANCED COLLEGE OF TECHNOLOGY	10085 Scripps Ranch Court, Suite D San Diego, CA 92131 http://www.advancotec.com	(858) 547-4160
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TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

Communication Systems Installer and Repair Technology

ASSOCIATED TECHNICAL COLLEGE	1445 Sixth Avenue San Diego, CA 92101 http://www.associatedtechcollege.com	(619) 234-2181
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Telecommunications Installation and Service Technology

ADVANCED TRAINING ASSOCIATES	1870 Joe Crosson Drive El Cajon, CA 92020 http://www.advancedtraining.net	(619) 596-2766
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TOOL AND DIE MAKERS

Tool and Die Technology/Technician

CHULA VISTA ADULT SCHOOL	1034 Fourth Avenue Chula Vista, CA 91911 Not Applicable	(619) 691-5760
DAVIS TECHNOLOGIES	11527 Westview Parkway San Diego, CA 92126- http://www.sandiegomastercam.com/	(858) 748-9692

TRAVEL AGENTS

Travel Agency and Airline Operations

SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
TRAVEL EXPERTS TRAINING SCHOOL	3505 Camino Del Rio South, Suite 220 San Diego, CA 92108 http://www.travelschool.org	(619) 281-4333

Travel Agent

TRAVEL UNIVERSITY INTERNATIONAL	3870 Murphy Canyon Road, Suite 310 San Diego, CA 92123 http://www.traveluniversity.edu	(858) 292-9755
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The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Travel Services Marketing Operations

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
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VETERINARY ASSISTANTS

Animal Physiology

UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
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Veterinary/Animal Health Technology/Technician and Veterinary Assistant

GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
PIMA MEDICAL INSTITUTE	780 Bay Boulevard Chula Vista, CA 91910 http://www.pimamedical.com	(619) 425-3200
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

WELDERS AND CUTTERS

Welding Technology/Welder

CENTER FOR EMPLOYMENT AND TRAINING	1151 East Washington Avenue, Suite A-1 Escondido, CA 92025 Not Applicable	(760) 747-9115
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO COMMUNITY COLLEGE, EDUCATIONAL CULTURAL COMPLEX (ECC), CONTINUING EDUCATION CENTER	4343 Ocean View Boulevard San Diego, ca 92113 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 388-4955
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) EAST COUNTY SERVICE CENTER	924 East Main Street El Cajon, CA 92021 http://www.rop.guhd.net	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) METRO SERVICE CENTER SAN DIEGO CITY SCHOOLS	6735 Gifford Way San Diego, CA 92111- http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) NORTH COUNTY SERVICE CENTER	3750 Mary Lane Escondido, CA 92025 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529
SAN DIEGO COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP) SOUTH COUNTY SERVICE CENTER	1355 Second Avenue Chula Vista, CA 91911 http://www.sdcoe.k12.ca.us/rop	(858) 292-3529

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WRITERS AND EDITORS

Communications, General

CALIFORNIA STATE UNIVERSITY, SAN MARCOS	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu	(760) 750-4000
MIRA COSTA COLLEGE	One Barnard Drive Oceanside, CA 92056-3899 http://www.miracosta.cc.ca.us/	(760) 757-2121
PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO COMMUNITY COLLEGE CENTRE CITY CONTINUING EDUCATION (ADULT EDUCATION) CENTER	1400 Park Boulevard San Diego, CA 92101 http://www.ncc.sdccd.cc.ca.us/ce-grid/ce/index.html	(619) 230-2370
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNION INSTITUTE	2878 Camino Del Rio South, Suite 115 San Diego, CA 92108 http://www.tui.edu	(619) 491-0108
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772
UNIVERSITY OF CALIFORNIA, SAN DIEGO	9500 Gilman Drive La Jolla, CA 92093 http://www.ucsd.edu	(858) 534-2230
UNIVERSITY OF SAN DIEGO	5998 Alcalá Park San Diego, CA 92110 http://www.acusd.edu	(619) 260-4600
WOODBURY UNIVERSITY SCHOOL OF ARCHITECTURE	2291 Truxtun Road, Building 37, Box 279 San Diego, CA 92106 http://www.woodbury.edu	(619) 758-7777

Communications, Other

FASHION INSTITUTE OF DESIGN AND MERCHANDISING, THE	1010 Second Avenue, Suite 200 San Diego, CA 92101- http://www.fidm.com	(619) 235-4515
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English Creative Writing

GROSSMONT ADULT EDUCATION	1100 Murray Drive El Cajon, CA 92020 http://www.grossmont.k12.ca.us/adult/adulted.html	(619) 644-8016
GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200

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English Technical and Business Writing

CALIFORNIA STATE UNIVERSITY, SAN MARCOS EXTENDED STUDIES	333 South Twin Oaks Valley Road San Marcos, CA 92096 http://www.csusm.edu/es	(760) 750-4020
SAN DIEGO STATE UNIVERSITY	5300 Campanile Drive San Diego, CA 92182 http://www.sdsu.edu/	(619) 594-5200
SAN DIEGO STATE UNIVERSITY COLLEGE OF EXTENDED STUDIES	5250 Campanile Drive San Diego, CA 92182 http://www.ces.sdsu.edu/	(619) 594-4704

Journalism

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
POINT LOMA NAZARENE UNIVERSITY	3900 Lomaland Drive San Diego, CA 92106-2899 http://www.ptloma.edu	(619) 849-2200
SAN DIEGO MESA COLLEGE	7250 Mesa College Drive San Diego, CA 92111 http://www.sdccd.net	(858) 627-2600
SAN DIEGO MIRAMAR COLLEGE	10440 Black Mountain Road San Diego, CA 92126 http://www.miramarcollege.net	(858) 536-7844
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700
UNITED STATES INTERNATIONAL UNIVERSITY	10455 Pomerado Road San Diego, CA 92131-1799 http://www.usiu.edu	(858) 635-4772

Journalism and Mass Communication, Other

GROSSMONT COLLEGE	8800 Grossmont College Drive El Cajon, CA 92020 http://www.grossmont.net	(619) 644-7000
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Radio and Television Broadcasting

PALOMAR COLLEGE	1140 West Mission Road San Marcos, ca 92069-1487 http://www.palomar.edu/	(760) 744-1150
SAN DIEGO CITY COLLEGE	1313 12th Avenue San Diego, CA 92101 http://www.city.sdccd.cc.ca.us/	(619) 388-3400
SOUTHWESTERN COLLEGE	900 Otay Lakes Road Chula Vista, CA 91910 http://www.swc.cc.ca.us	(619) 421-6700

The San Diego Workforce Partnership and the Employment Development Department do not endorse the education and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

APPENDIX B

SAN DIEGO COUNTY OCCUPATIONS AND WAGES 1999 - 2001

Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience		3 Years with Firm
Amusement and Recreation Attendants Combined Union and Non-Union Wages:	2001	\$6.25 - 7.35 (6.25)	\$6.25 - 10.00 (7.00)		\$7.00 - 13.00 (8.00)
Assemblers - Electrical and Electronic Equipment -Precision	1999	\$5.75 - 7.00 (6.50)	\$6.25 - 9.50 (7.63)		\$8.00 - 11.00 (8.50)
Automotive Body, Related Repairers	2000	\$5.75 - 12.50 (7.50)	\$8.00 - 21.58 (13.50)		\$10.00 - 32.00 (20.50)
Automotive Mechanics	2000	\$6.00 - 10.00 (7.67)	\$8.25 - 25.00 (13.71)		\$12.00 - 27.81 (20.00)
Bill and Account Collectors	2000	\$5.75 - 10.02 (9.50)	\$7.50 - 15.00 (10.00)		\$10.00 - 18.99 (13.00)
Biotechnology Research Assistants	2001	\$7.00 - 12.47 (12.00)	\$12.00 - 19.18 (14.38)		\$13.62 - 21.58 (16.78)
Brick Masons	2001	\$8.00 - 12.00 (9.50)	\$11.00 - 18.00 (16.00)		\$17.00 - 26.00 (23.00)
Broadcast Technicians	2001	\$7.00 - 13.01 (9.50)	\$9.00 - 21.58 (13.50)		\$10.00 - 22.16 (16.58)
Union Wages:		Insufficient Data	\$11.51 - 22.90 (13.50)		\$14.38 - 30.00 (25.28)
Bookkeeping, Accounting and Auditing Clerks	1999	\$6.00 - 8.50 (6.00)	\$7.00 - 12.00 (10.00)		\$10.00 - 15.34 (12.00)
Bus and Truck Mechanics	1999	Insufficient Data	\$7.00 - 14.00 (12.00)		\$11.00 - 20.00 (15.00)
Union Wages:		(\$13.00)	\$11.50 - 17.78 (12.00)		\$14.00 - 20.00 (15.00)
Call Center Workers Combined Union and Non - Union Wages:	2000	\$7.00 - 11.61 (8.25)	\$7.00 - 12.11 (9.25)		\$8.00 - 15.76 (11.00)
Child Care Workers	2001	\$6.50 - 9.50 (7.75)	\$7.50 - 11.51 (9.00)		\$8.80 - 15.00 (11.00)
Civil Engineers	1999	\$12.00 - 18.63 (16.74)	\$14.62 - 23.97 (18.75)		\$18.70 - 33.56 (24.29)
Union Wages:		\$15.05 - 15.32 (15.19)	\$16.25 - 25.68 (21.00)		\$18.79 - 32.37 (24.71)
Computer Animators	2001	\$8.00 - 16.00 (12.35)	\$9.00 - 18.00 (15.34)		\$16.00 - 22.50 (19.18)
Computer Engineers	1999	\$12.00 - 16.78 (14.92)	\$11.51 - 21.58 (17.16)		\$14.49 - 33.56 (21.69)
Computer Network Administrators / Managers	2000	Insufficient Data	\$11.99 - 25.57 (20.03)		\$16.78 - 33.56 (26.37)
Computer Support Specialists Combined Union and Non-Union Wages:	2000	Insufficient Data	\$10.50 - 20.00 (16.04)		\$12.25 - 29.68 (19.72)
Concrete and Terrazzo Finishers Combined Union and Non-Union Wages:	2000	\$9.00 - 10.00 (9.50)	\$12.00 - 22.22 (16.00)		\$13.00 - 26.67 (20.00)
Construction Managers Combined Union and Non-Union Wages:	2001	Insufficient Data	\$17.00 - 25.97 (21.21)		\$19.00 - 44.44 (29.38)
Corrections Officers and Jailers	1999	(\$8.17)	(\$10.12)		(\$12.24)
Union Wages:		11.07 - 14.94 (12.24)	11.07 - 14.94 (14.21)		\$12.20 - 20.02 (15.70)

Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
Customer Service Representatives - Utilities	2001	\$7.00 - 11.00 (9.00)	\$8.00 - 15.45 (11.00)	\$10.00 - 20.00 (15.00)	
Data Base Administrators	1999	(\$13.42)	\$12.79 - 21.58 (15.79)	\$16.78 - 28.33 (20.78)	
Dental Assistants Combined Union and Non-Union Wages:	2000	\$6.50 - 12.00 (11.00)	\$10.00 - 15.00 (12.00)	\$14.00 - 19.00 (15.00)	
Desktop Publishers - Graphic Designers	2001	Insufficient Data	\$8.00 - 14.50 (12.00)	\$10.00 - 20.00 (15.00)	
Drafters	2000	\$10.00 - 10.50 (10.25)	\$10.00 - 19.18 (12.95)	\$12.95 - 28.77 (18.00)	
Electricians	2000	\$7.00 - 9.00 (8.00)	\$9.00 - 20.00 (14.75)	\$15.00 - 23.71 (17.50)	
Union Wages:		Insufficient Data	\$9.00 - 25.21 (18.25)	\$13.00 - 31.26 (21.90)	
Electric Home Appliance and Power Tool Repairers	1999	\$7.50 - 12.00 (10.00)	\$5.75 - 14.00 (11.00)	\$5.75 - 16.00 (14.00)	
Including Tips and Commissions:		\$7.50 - 12.00 (12.00)	\$9.00 - 18.00 (12.50)	\$11.00 - 25.00 (17.50)	
Events / Meeting Planners	2000	\$8.00 - 11.99 (10.46)	\$8.75 - 15.98 (13.04)	\$10.00 - 19.02 (14.86)	
Financial Managers	2000	Insufficient Data	\$15.14 - 31.96 (23.66)	\$19.61 - 38.36 (29.41)	
Fitness / Wellness Coordinators	2001	Insufficient Data	\$7.50 - 80.00 (31.96)	\$12.00 - 150.00 (31.96)	
Foreign Language and Literature Teachers, Postsecondary	2001	Insufficient Data	\$10.93 - 50.00 (17.75)	\$13.00 - 51.14 (21.75)	
Union Wages:		Insufficient Data	\$14.38 - 35.00 (17.98)	\$19.18 - 40.00 (21.58)	
General Office Clerks	2001	\$7.00 - 9.00 (8.00)	\$9.00 - 12.00 (10.00)	\$10.00 - 17.00 (14.00)	
Union Wages:		Insufficient Data	\$7.48 - 14.00 (10.33)	\$10.25 - 15.00 (11.30)	
Graphic Art Designer	2001	\$8.00 - 10.00 (8.92)	\$8.52 - 16.78 (12.87)	\$12.00 - 20.00 (16.78)	
Hand Packers and Packagers Combined Union and Non-Union Wages:	1999	\$5.75 - 6.50 (6.00)	\$5.75 - 8.00 (6.50)	\$6.50 - 9.50 (7.13)	
Hazardous Materials Removal Workers Combined Union and Non-Union Wages:	1999	\$7.50 - 14.61 (10.00)	\$10.00 - 15.00 (12.00)	\$12.00 - 18.00 (14.76)	
Heating, Air Conditioning, and Refrigeration Mechanics and Installers Combined Union and Non-Union Wages:	1999	\$8.00 - 9.59 (8.25)	\$10.00 - 17.98 (13.00)	\$14.00 - 20.00 (18.00)	
Home Health Aides	2001	\$7.00 - 8.00 (7.25)	\$7.50 - 10.00 (8.25)	\$7.50 - 12.00 (9.63)	
Hotel Desk Clerks	1999	\$7.00 - 8.00 (7.50)	\$7.00 - 8.82 (7.75)	\$8.00 - 10.00 (9.00)	
Interior Designers	2001	\$8.50 - 15.00 (11.00)	\$8.52 - 20.00 (13.00)	\$12.50 - 30.00 (18.00)	
Internet Web Site Designers / Developers	2000	\$13.64 - 30.00 (15.00)	\$11.51 - 30.00 (19.18)	\$16.78 - 50.00 (32.36)	

Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience	Experience	3 Years with Firm	
Interpreters, Sign Language Combined Union and Non-Union Wages:	1999	Insufficient Data	\$12.05 - 22.00 (18.00)		\$12.05 - 26.00 (24.00)
Licensed Vocational Nurses Combined Union and Non-Union Wages:	2000	\$11.00 - 13.00 (11.86)	\$11.00 - 15.30 (12.50)		\$13.50 - 18.71 (16.00)
Loan and Credit Clerks	1999	\$6.25 - 10.00 (8.75)	\$7.50 - 12.72 (10.00)		\$9.00 - 15.14 (12.50)
Maintenance Repairers - General Utility Combined Union and Non-Union Wages:	2001	Insufficient Data	\$7.00 - 14.38 (9.00)		\$8.00 - 18.13 (12.00)
Marine Technicians	2001	Insufficient Data	\$11.00 - 16.00 (14.00)		\$15.00 - 39.95 (22.00)
Massage Therapists	1999	\$8.50 - 20.00 (17.00)	\$12.00 - 30.00 (20.00)		\$14.00 - 60.00 (25.00)
Including Tips and Commissions:		\$8.50 - 25.00 (20.00)	\$12.00 - 55.00 (22.00)		\$14.00 - 60.00 (30.00)
Mechanical Engineers	2000	\$13.04 - 35.00 (17.05)	\$18.03 - 35.00 (21.58)		\$23.01 - 38.00 (28.77)
Medical Records Technician	2001	\$7.25 - 9.00 (7.71)	\$7.25 - 10.50 (8.00)		\$8.50 - 11.00 (10.00)
Medicine and Health Service Managers	1999	\$10.15 - 15.34 (12.75)	\$11.67 - 25.11 (18.59)		\$12.00 - 36.50 (25.29)
Multimedia Specialists Combined Union and Non-Union Wages:	1999	\$10.00 - 15.34 (12.50)	\$10.00 - 18.00 (13.85)		\$12.79 - 30.00 (18.09)
Nurse Practitioners	2001	Insufficient Data	\$19.00 - 32.52 (25.57)		\$23.97 - 43.15 (34.00)
Operating Engineers	2001	Insufficient Data	\$12.00 - 28.54 (16.00)		\$18.00 - 30.00 (23.50)
Union Wages:		\$12.00 - 17.06 (14.38)	\$14.00 - 30.00 (20.25)		\$20.00 - 35.00 (26.00)
Painters, Paperhangers - Construction and Maintenance Combined Union and Non-Union Wages:	1999	\$5.75 - 7.50 (6.00)	\$7.00 - 14.25 (9.00)		\$8.00 - 16.00 (11.00)
Paralegal Personnel	2001	\$9.00 - 11.99 (10.25)	\$9.59 - 21.58 (13.94)		\$13.42 - 25.17 (18.25)
Personal and Home Care Aides	1999	\$5.75 - 7.00 (6.13)	\$6.25 - 8.00 (7.00)		\$7.00 - 10.00 (8.50)
Personnel, Training, Labor - Relations Managers	2000	Insufficient Data	\$12.95 - 26.37 (17.24)		\$16.78 - 38.36 (23.97)
Pharmacy Technicians	1999	\$6.00 - 7.50 (6.75)	\$6.50 - 13.15 (11.00)		\$9.00 - 15.81 (12.00)
Union Wages:		\$6.75 - 9.00 (7.00)	\$7.50 - 12.00 (8.00)		\$9.50 - 14.00 (10.00)
Physical Therapy Assistants	2000	\$8.00 - 12.45 (9.50)	\$11.25 - 22.00 (16.50)		\$15.00 - 22.00 (19.00)
Physicians' Assistants	1999	Insufficient Data	\$21.10 - 26.00 (23.97)		\$26.01 - 43.15 (33.80)
Plasterers and Stucco Masons	2001	\$6.75 - 11.00 (8.00)	\$8.50 - 20.00 (16.00)		\$12.00 - 22.00 (19.00)
Plumbers, Pipefitters, and Steamfitters Combined Union and Non-Union Wages:	1999	\$7.00 - 9.50 (9.00)	\$10.00 - 17.00 (13.25)		\$14.00 - 25.00 (17.00)

Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience		Experience	3 Years with Firm
Public Relations Specialists and Publicity Writers	1999	\$8.63 - 11.51 (10.00)		\$9.59 - 15.34 (12.55)	\$11.77 - 20.00 (16.35)
Purchasing Managers	2000	Insufficient Data		\$12.00 - 24.53 (19.66)	\$15.34 - 39.76 (26.41)
Quality Assurance Technicians	2000	\$10.00 - 14.00 (11.99)		\$7.50 - 19.18 (15.29)	\$9.00 - 28.77 (20.00)
Radiologic Technologists	2001	\$12.27 - 17.00 (15.50)		\$13.00 - 22.00 (18.00)	\$17.26 - 28.00 (24.00)
Receptionists and Information Clerks	2000	\$6.00 - 8.00 (7.00)		\$7.00 - 11.51 (9.00)	\$9.00 - 13.50 (12.00)
Recreation Workers Combined Union and Non-Union Wages:	2000	\$5.75 - 8.50 (6.79)		\$5.75 - 12.38 (8.50)	\$7.00 - 17.68 (10.50)
Registered Nurses	2001	\$16.00 - 22.00 (18.50)		\$17.50 - 24.00 (20.00)	\$20.00 - 26.00 (22.00)
Roofers Combined Union and Non-Union Wages:	1999	\$5.75 - 9.00 (7.50)		\$6.50 - 17.00 (10.00)	\$8.00 - 20.00 (14.50)
Sales Agents - Advertising	2001	Insufficient Data		\$10.00 - 21.58 (14.38)	\$11.51 - 28.77 (20.14)
Including Commissions and Bonuses:					
Sales Representatives, (except Scientific and Retail)	1999	\$9.00 - 16.06 (10.36)		\$6.44 - 21.31 (13.04)	\$7.36 - 19.61 (14.20)
Including Commissions and Bonuses:		\$9.54 - 17.84 (12.10)		\$9.68 - 29.44 (17.19)	\$13.86 - 42.61 (25.13)
Sales Representatives, Scientific (except Retail)	2000	Insufficient Data		\$7.19 - 21.58 (15.00)	\$9.59 - 33.56 (18.84)
Salespersons, Retail (except Vehicle Sales)	2000	\$5.75 - 7.00 (6.50)		\$6.35 - 8.50 (7.50)	\$7.00 - 11.00 (9.00)
Sheet Metal Workers: Combined Union and Non-Union Wages:	1999	\$5.75 - 10.00 (7.00)		\$7.00 - 13.00 (10.13)	\$10.00 - 18.00 (14.50)
Software Engineers	2000	\$11.00 - 19.18 (15.77)		\$14.00 - 31.16 (20.89)	\$19.18 - 38.36 (29.83)
Systems Analysts - Electronic Data Processing	2001	Insufficient Data		\$14.00 - 28.77 (22.18)	\$17.00 - 38.36 (28.39)
Union Wages:		Insufficient Data		\$19.38 - 26.37 (24.23)	\$23.50 - 33.56 (28.08)
Teachers - Preschool	1999	Insufficient Data		\$6.75 - 9.00 (7.50)	\$7.00 - 11.00 (8.75)
Teachers - Kindergarten	2001	\$6.90 - 13.70 (10.76)		\$7.19 - 14.25 (11.51)	\$11.51 - 15.98 (14.13)
Union Wages:		\$13.42 - 22.37 (18.63)		\$13.42 - 23.37 (18.63)	\$14.86 - 26.23 (20.86)
Teachers - Special Education	2000	\$8.58 - 14.86 (8.63)		\$8.63 - 19.18 (13.66)	\$10.07 - 21.58 (16.78)
Union Wages:		\$13.42 - 21.37 (15.58)		\$14.25 - 24.07 (17.20)	\$15.34 - 26.60 (20.72)
Teachers and Instructors - Vocational Education and Training	1999	(\$12.00)		\$8.00 - 25.79 (13.50)	\$10.00 - 32.02 (17.87)

Occupations and Wages

Occupational Title	Data Collection Date	----- Wage Range and (Median) -----			
		No Experience		Experience	3 Years with Firm
Technical Writers	2001	\$16.78 - 19.18 (17.26)		\$16.78 - 28.77 (20.62)	\$19.18 - 33.56 (28.77)
Telecommunications Technicians Combined Union and Non-Union Wages:	2000	\$12.00 - 15.00 (13.50)		\$9.13 - 25.00 (17.00)	\$16.00 - 30.00 (\$23.97)
Telephone and Cable T.V. Line Installers and Repairers	1999	\$6.00 - 12.00 (7.63)		\$8.00 - 15.34 (10.00)	\$9.75 - 20.00 (13.00)
Tool and Die Makers Combined Union and Non- Union Wages:	1999	\$13.27 - 15.18 (14.23)		\$10.50 - 18.45 (15.00)	\$12.50 - 26.37 (20.00)
Traffic, Shipping, and Receiving Clerks Combined Union and Non-Union Wages:	2000	\$6.50 - 7.75 (7.00)		\$6.75 - 11.88 (8.25)	\$8.00 - 15.00 (10.00)
Travel Agents	2001	\$6.25 - 9.00 (8.00)		\$8.00 - 12.50 (10.00)	\$9.00 - 15.00 (12.00)
Veterinary Assistants	2001	\$6.25 - 8.50 (7.50)		\$7.50 - 10.00 (8.50)	\$8.50 - 13.50 (10.00)
Welders and Cutters Combined Union and Non- Union Wages:	2001	\$6.50 - 10.00 (9.80)		\$10.00 - 20.00 (15.00)	\$12.00 - 23.97 (17.10)
Writers and Editors	2000	\$7.50 - 12.11 (10.55)		\$8.00 - 23.97 (12.50)	\$8.50 - 28.77 (15.14)

APPENDIX C

REGIONAL CALIFORNIA AGENCIES PROVIDING LOCAL LABOR MARKET INFORMATION

LOCAL AGENCY / ADDRESS

Alameda County, Oakland Private Industry Council
1212 Broadway, Suite 100
Oakland, CA 94612
(510) 768-4400

Butte County, Private Industry Council, Inc.
78 Table Mountain Boulevard
Oroville, CA 95965
(530) 538-6798

Contra Costa County, Workforce Investment Board
2425 Bisso Lane, Suite 100
Concord, CA 94520-4817
(925) 646-5239

Fresno County, Workforce Investment Corp.
2035 Tulare Street, Suite 203
Fresno, CA 93721
(559) 497-7877

Golden Sierra, Job Training Agency
(Alpine, Eldorado, Nevada, Placer, Sierra Counties)
117 New Mohawk Road, Suite E
Nevada City, CA 95959
(530) 265-3201

Humboldt County, Employment Training Department
930 Sixth Street
Eureka, CA 95501
(707) 441-4642

Workforce Investment Board of **Imperial County**
760 Main Street
El Centro, CA 92243
(760) 353-5050

Kern / Inyo / Mono Counties, Employer's Training Resource
2001 28th Street
Bakersfield, CA 93301
(661) 336-6849

Kings County, Job Training Office
1400 West Lacey Boulevard
Hanford, CA 93230
(559) 585-3538

Los Angeles County,
City of Long Beach, Workforce Development Bureau
200 Pine Avenue, Suite 400
Long Beach, CA 90802
(562) 570-3865

LOCAL AGENCY / ADDRESS

Madera County, Workforce Development Office
209 East Seventh Street
Madera, CA 93638
(559) 662-4500

Mendocino County, Private Industry Council, Inc.
630 Kings Court, Suite 204
Ukiah, CA 95482
(707) 468-1402

Merced County, Private Industry Training Department
1880 Wardrobe Avenue
Merced, CA 95340
(209) 385-7324 ext. 2003

Monterey County, Workforce Investment Board
730 La Guardia Street
Salinas, CA 93902
(831) 759-6644

Mother Lode, Job Training Agency
(Amador, Calaveras, Mariposa, Tuolumne Counties)
19900 Cedar Road North
Sornora, CA 95370
(209) 533-3396

North Bay Employment Connection
(Marin, Napa, Solano, Sonoma Counties)
1700 Second Street, Suite 378
Napa, CA 94559
(707) 259-8764

Northern Rural Training and Employment Consortium
(Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity Counties)
78 Table Mountain Boulevard
Oroville, CA 95965
(530) 538-5378

North Central Counties Consortium
(Colusa, Glenn, Lake, Sutter, Yuba Counties)
1215 Plumas Street, Suite 1800
Yuba City, CA 95991
(530) 822-7145

Orange County, Workforce Investment Board
1300 South Grand, Buliding B, Third Floor
Santa Ana, CA 92705
(714) 567-7370

Riverside County, Economic Development Agency
1151 Spruce Street
Riverside, CA 92507
(909) 955-3100

Sacramento / Yolo County, Employment and Training Agency
1122 Del Paso Boulevard
Sacramento, CA 95815
(916) 263-3700

San Benito County, Workforce Investment Board
1131 San Felipe Road
Hollister, CA 95023
(408) 637-9293

LOCAL AGENCY / ADDRESS

County of San Bernardino, Jobs and Employment Services
1075 South Mt. Vernon Avenue
Colton, CA 92324
(909) 872-1574

San Francisco, Private Industry Council
1650 Mission Street, Suite 300
San Francisco, CA 94103
(415) 431-8700

San Joaquin County, Employment and Economic Development
Department
850 North Hunter Street
Stockton, CA 95202
(209) 468-3600

San Luis Obispo County, Private Industry Council
4111 Broad Street, Suite A
San Luis Obispo, CA 93401
(805) 788-2600

San Mateo County, Private Industry Council
505 West Olive Avenue, Suite 550
Sunnyvale, CA 94086
(408) 730-7232

Santa Barbara County, Department of Social Services
234 Camino Del Remedio
Santa Barbara, CA 93110
(805) 614-1503

Santa Clara County, NOVA Private Industry Council
505 West Olive Avenue, Suite 550
Sunnyvale, CA 94086
(408) 730-7232

Santa Cruz County, Career Works
1040 Emeline Avenue
Santa Cruz, CA 95060
(831) 454-4080

Shasta County, Private Industry Council
1220 Sacramento Street
Redding, CA 96001
(530) 246-7911

Stanislaus County, Department of Employment and
Training
251 East Hackett Road, C-2 P.O. Box 3389
Modesto, CA 95353
(209) 558-2110

Tulare County, Workforce Investment Department
4025 West Noble Avenue, Suite A
Visalia, CA 93277
(559) 713-5200

County of Ventura, Workforce Development Division
505 Poli Street
Ventura, CA 93001
(805) 652-7684



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